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AUTHOR Ortopan, LeRoy D.; And Others
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ABSTRACT

At the American Library Association Annual Conference in Dallas in 1971, the Serials Section of the Resources and Technical Services Division established a committee to produce a state-of-the-art report on the maintenance of serial records by manual methods in all types of libraries. The Ad Hoc Committee to Study Manually Maintained Serials developed a questionnaire to cover the basic functions of receiving, checking-in, and claiming serials. Responses and working forms were received from 91 academic, public, and special libraries in the United States and Canada. Of these, 89 responses were included in the committee's three-part report. Results were tabulated by listing under each question the written response of each library. Claim, payment, and check-in forms submitted by the responding libraries were gathered to form the second section. Lengthy explanatory comments were collected in an appendix to form the third part. A copy of the questionnaire and a list of responding libraries are included. (Author/LS)

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AMERICAN LIBRARY ASSOCIATION

RESOURCES AND TECHNICAL SERVICES DIVISION

SERIALS SECTION

MANUALLY MAINTAINED SERIALS RECORDS

LeRoy D. Ortopan

Judith Kharbas

Mary Sauer

REPORT OF THE AD HOC COMMITTEE

TO STUDY MANUALLY MAINTAINED SERIALS RECORDS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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July 1976

Introduction

This report is the first part of a study of manually maintained serials records undertaken by the Serials Section of the American Library Association, Resources and Technical Services Division. It consists of a tabulation of the responses of 89 libraries in the United States and Canada to a questionnaire on their methods of receiving, checking-in, and claiming serials, a selection of forms used by these libraries in their operations, and an appendix containing explanatory comments by respondents too lengthy to incorporate in the tabulation.

I.

At the American Library Association Annual Conference in Dallas in 1971 the Serials Section of the Resources and Technical Services Division established an Ad Hoc Committee to Study Manually Maintained Serials Records. The charge to this Committee was as follows:

> To develop, or design a plan to develop, a state of the art report on the maintenance of serial records by manual methods, in libraries of all types. The report should consider such matters as forms and records, utilization of personnel, and standards of performance, as exhibited in libraries currently.

Herbert Linville, University of California, Santa Barbara, was appointed Chairman; assisting him on the Committee were Judith Kharbas, University of Rochester Library, and Roy Ortopan, General Library, University of California, Berkeley. Mr. Linville resigned as Chairman following his election to the Chairmanship of the Serials Section in 1973; Mr. Ortopan succeeded him as Chairman, and Mary Sauer, Serial Record Division, Library of Congress, was appointed to fill the third position on the Committee.

The Committee began its work by developing a questionnaire covering all those aspects of serials work which entail record keeping, namely ordering, checking-in, claiming, cataloging and binding. After consultation with Ruth Slanker of the Headquarters staff of the American Library Association, it was

decided to limit the initial work of the Committee to the study of the basic functions of receiving, checking-in, and claiming.

The questionnaire was accordingly redesigned and approved for an initial mailing to 25 libraries in November 1974. On the basis of the responses received a larger mailing was approved. In April 1975 the questionnaire was sent to an additional 125 libraries. A copy of its text follows this Introduction.

Libraries participating in the study, whether university, college, public or special, were selected, for the most part at random, from the Serials Section mailing list, which was believed to provide a fair representation of institutions or component units engaged in serials work. Certain institutions were included because they had indicated an interest in participating or in receiving the results of the Committee's investigations. Originally a mailing larger than 150 was contemplated, but in view of the 50% response to the initial mailing of 25 it was decided that the labor of tabulating and analyzing even 75 responses would constitute a heavy task. The resulting response, by 91 libraries, was greater than anticipated. A list of the libraries or the unit within a library, e.g., Harvard, participating in the study and the abbreviations used for each in the tabulation precedes the tabulations themselves.

It was hoped that one of the benefits of the study would be to provide examples of forms used by libraries in serial record keeping. Each respondent, therefore, was asked to supply two copies of every form used in the checking-in and claiming operations, with a brief statement describing the functions of each.

The 89 responses received from the two mailings were tabulated by Janice Knouse, Mr. Ortopan's assistant at the University of California, and by Judith Kharbas. Mary Sauer sorted the forms received with the responses, selected representative examples, and arranged them according to type, e.g., checking-in, claiming, acquisition, bindery. The tabulation and appendices were typed by Loretta Menchaca and Julie Trujillo, University of California, Berkeley. Roy Ortopan assembled and edited the completed report.

At the 1975 Annual Conference of the American Library Association, the Committee reviewed the initial tabulation completed by Ms. Knouse and decided that it was important to publish the data as soon as possible. It recommended to the Executive Committee of the Serials Section that the tabulation be completed and published together with the forms submitted with the responses. The recommendation was approved, and this document is the result.

II.

The report consists of three sections: a tabulation of the responses to the questionnaires, samples of serial record forms, and an appendix of supplementary matter submitted with the responses. Certain other documents received have been excluded either because of their length or because they are available elsewhere. They include the following:

Chicago Public Library:	Proposal to alleviate problems with control and use of serial publications in the Central Library
University of Kentucky:	Procedures for receiving, checking-in, and claiming
The Library of Congress:	1. Organization chart 2. Serial Record Division Manual 3. Processing Department Memo: Recording and Cataloging of Serials.
University of Maryland:	1. Check-in instructions for new staff members 2. Memorandum to Branch Libraries: Kardex Maintenance. 3. Claiming (instructions for claims clerk)
Seattle Public Library:	Staffing Questionnaire for Periodicals Task Force (includes list of 72 files relating to periodicals in Main Library
Saskatchewan University, Saskatoon:	Manual for Recording Serial Publications in Kardex (S. K. Lakhanpal).

Responses from these institutions are, of course, included in the tabulation, and where appropriate their forms have also been included. The excluded material will be retained as part of the Committee's archives and may be consulted at the American Library Association Headquarters in Chicago.

Although a simple tabulation was considered, e.g., of the number of libraries answering yes or no to Question 2, this would not have allowed for the explanations that accompanied particular responses. One result of tabulation by two different persons, working at a remove from one another, is some inconsistency in the style of reporting. No effort has been made to eliminate this. Certain discursive answers have been presented in full only in the appendix, with references in the tabulation. Failure to answer a question has not always been indicated, but when a library noted that the response to

a question was in terms of a particular unit within their organization, this has been indicated in the tabulation.

The Committee's decision to publish the raw data as received prompted a second mailing, giving each institution an opportunity to review its response and to withhold any data that it wished. Two institutions as a result asked to be excluded from the published report, since their serials operations were currently undergoing major reorganizations. Northwestern University, on the other hand, which has many automated functions, including on-line serials check-in, opted to be included since its system involves a mix of manual and computer operations. A complete description of Northwestern's automated check-in system is included in the appendix.

Different methods of arranging the tabulation were considered, e.g., by size of institution or by number of serial titles processed, but the committee decided that an alphabetical arrangement by name of institution was preferable, since it allows for a broad "state of the art review" of serials work, at the same time enabling libraries to study techniques employed in institutions of comparable size.

The section of the report devoted to forms represents a sampling of those submitted, arranged according to function. In the selection process an effort was made to include forms from a cross section of libraries, regardless of institutional size or type. Although the study did not specifically address itself to acquisition and bindery operations, samples of such forms were received, and the Committee has decided to include them in its report since they represent valuable peripheral data.

All responses, whether questionnaires, forms or supplementary material, will be retained in the Committee's archives and will be available for consultation at the American Library Association Headquarters in Chicago.

III.

The data contained in the tabulation, then, should be viewed as a critical response to various serial processing problems by almost a hundred different respondents. Ideally the Committee would have followed up each response with a visit. Instead reliance has been placed on the answers as supplied. Manifestly subjective statements by respondents, for instance those defining a serial or what constitutes a serial for record-keeping purposes, should be understood to carry their own caveat.

Within these limits the Committee believes that the tabulation, taken together with the forms, which "speak for themselves," constitute a valuable body of data which as a whole presents an illuminating picture of serials work as it is practiced in libraries in the United States and Canada. The Committee wishes to thank those libraries which have responded to its inquiries and the many friends who have advised it and contributed to the preparation of this report.

LeRoy D. Ortopan
Chairman, Ad Hoc Committee to Study
Manually Maintained Serials Records

QUESTIONNAIRE

RESOURCES AND TECHNICAL SERVICES DIVISION
A DIVISION OF THE
AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

29 April 1975

The Serials Section of the Resources and Technical Services Division of the American Library Association has established a Committee to Study Manually-Maintained Serial Records, with a charge including an analysis of forms and records, utilization of personnel, and standards of performance as currently exhibited in libraries. The Committee has decided to limit the initial phase of its study to an examination of the basic, record-keeping functions of check-in and claiming with the understanding that other serials functions may be covered at a later date.

As a means for gathering this information the Committee has prepared the enclosed questionnaire. It is designed to cover the subject as broadly as possible, and any additional information which you can add to describe your library situation more accurately will be welcomed. As a fairly representative sample must be made to describe properly serials check-in and claiming as it is in 1975, answer as many of the questions as you can. Whenever there is insufficient space to expand your answer, continue on the back of the sheet.

Definitions of serials and serial records are included in the questionnaire, but list exceptions which you use in your own definitions of serials. Finally, an essential part of this study is the visual representation of forms in use in libraries. Please include two samples each of <u>all</u> forms involved in your check-in and claiming operations with a brief statement, preferably attached to each, describing the functions it serves. An early return of the questionnaire, by June 1 if possible, would be appreciated. There will be a discussion of responses at the American Library Association Annual Conference in San Francisco, Monday, 30 June 1975, 8-9:30 a.m. As with most committee meetings it will be open to visitors.

Sincerely yours,

LeRoy D. Ortopan

LeRoy D. Ortopan
Chairman
Ad Hoc Committee to Study Manually
Maintained Serials Records

MANUALLY-MAINTAINED SERIALS

RECORDS QUESTIONNAIRE

Name of Library_____ Number of Volumes in Library_____

Address_____ Number of Titles in Library_____

Name of Respondent_____ Position in Library_____

For purposes of this survey a serial is, "A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series." (Anglo-American Cataloging Rules).

If you exclude or add any other types of publications to this definition, please indicate (e.g., continuations, annual or periodical supplements to monographs, reissued/revised publications).

_____

_____

_____

1. How many serials publications does your library presently receive regularly on subscription, standing order, or as gift/exchange material?_____

During the last annual report period, how many new, currently published titles were added_____ deleted_____.

Do you consider this annual activity Normal
High
Low

2. Do you maintain check-in records at a central point for <u>all</u> serials received in your library system, regardless of location (e.g. branch libraries, etc.) Yes_____

No_____ If no, explain_____

_____

_____

Do service units and branches also maintain check-in records? Yes_____No_____

If yes, indicate if these records duplicate_____supplement_____the centrally maintained records.

Do you have computer-assist records, for check-in and claiming? Yes_____No_____

If you have such records, do you also maintain manual records? Yes_____No_____

IF YOU HAVE NO MANUAL CHECK-IN AND CLAIMING RECORDS, PLEASE INDICATE AND RETURN QUESTIONNAIRE.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead, and what type of record is maintained in each file. Please supply sample records (see cover letter)._____

_____

_____

_____

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions:

Functions	Graduate Librarian	Para-professional	Clerical	Student	Departmen
a. Receiving and sorting					
b. Check-in					
c. Claiming					

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc? Yes

No

Please specify:

6. Indicate if and what type of check-in records are maintained when:

Current issues only kept_____

Deferred decision_____

Latest edition, last year(s) only kept_____

7. Does the check-in record also serve as the permanent holdings record? Yes_____ No_____

7a. How are cancellations recorded?_____

8. Please describe briefly your procedure for each of the following functions:

Receiving_____

Checking-in_____

Claiming_____

9. What is the form of the entry in the check-in record?

Main entry (i.e., catalog entry)_____

Title_____

Title as it appears on the piece_____

Do cataloging decisions (i.e., cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes_____ No_____

10. What records are maintained for material for which standing orders cannot be placed?_____

What records are maintained for memberships?_____

_____

_____

Is check-in and claiming handled differently for exchange materials than for purchased materials? Yes_____No_____ If so, how?_____

_____

_____

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g. branch libraries.

12. Detail future plans for change in procedures described above. Continue on back.

13. Attach two copies of each form used in the check-in and claiming operations with a brief statement describing the functions of each.

RETURN TO

Mr. LeRoy D. Ortopan
Catalog Department
General Library
University of California
Berkeley, California 94720

List of Respondents

Akron-Summit County Public Library Akron, Ohio	Akron-Summit Co. P.
University of Arizona Tucson, Arizona	Arizona, U.
Arkansas State University Dean B. Ellis Library State University, Arkansas	Arkansas State U.
Boston University Libraries Boston, Massachusetts	Boston U.
University of British Columbia Library Vancouver, B.C., Canada	British Col., U.
Brooklyn Public Library Grand Army Plaza, Brooklyn, New York	Brooklyn P.
Bucks County Free Library Doylestown, Pennsylvania	Bucks Co. Free L.
Buffalo and Erie County Public Library Buffalo, New York	Buffalo & Erie Co. P.
California State Library Sacramento, California	Calif. State L.
University of California, General Library Berkeley, California	Calif., U., Berkeley
University Research Library Los Angeles, California	Calif., U., Los Angeles

Case Western Reserve University Library School Library Cleveland, Ohio	Case-West. Reserve U. LSL
Catholic University of America Library Science Library Washington, D.C.	Catholic U., LSL
Chicago Public Library Chicago, Illinois	Chicago P.
University of Chicago, Joseph Regenstein Library Chicago, Illinois	Chicago, U.
Cleveland Public Library Cleveland, Ohio	Cleveland P.
University of Colorado Libraries Boulder, Colorado	Colo., U., Libs. Boulder
University of Colorado Bromley Library Denver, Colorado	Colo., U., Denver
Cornell University Libraries Ithaca, New York	Cornell U.
Dallas Public Library Dallas, Texas	Dallas P.
Detroit Public Library Detroit, Michigan	Detroit P.
Flint Public Library Flint, Michigan	Flint P.

Florida Technological University Library Orlando, Florida	Fla. Tech. U.
University of Georgia Athens, Georgia	Georgia, U.
College of Great Falls Great Falls, Montana	Great Falls C.
Harvard College Library College Research Collection in Widener Cambridge, Massachusetts	Harvard
University of Hawaii Library Honolulu	Hawaii, U.
Hennepin County Library Edina, Minnesota	Hennepin Co. L.
University of Idaho Moscow, Idaho	Idaho, U.
Illinois State Library Springfield, Illinois	Ill. State L.
University of Illinois, Chicago Circle Library, Chicago, Illinois	Ill., U., Chicago Circle
University of Illinois Urbana, Illinois	Ill., U., Urbana
Indiana University Northwest Gary, Indiana	Ind. U. NW
University of Iowa Libraries Iowa City, Iowa	Iowa, U.

Jacksonville Public Library Jacksonville, Florida	Jacksonville P.
University of Kansas Libraries Lawrence, Kansas	Kansas, U. Libs.
University of Kentucky Libraries Lexington, Kentucky	Ky., U. Libs.
Library of Congress Washington, D.C.	LC
Bennett Martin Public Library Lincoln, Nebraska	Lincoln P.
Loyola University Libraries Chicago, Illinois	Loyola U. Libs.
University of Maryland McKeldin Library College Park, Maryland	Maryland, U.
Michigan State Library Lansing, Michigan	Michigan State L.
University of Michigan Ann Arbor, Michigan	Michigan, U.
Minneapolis Public Library & Information Center Minneapolis, Minnesota	Mpls. P & Info. Ctr. L.
Mississippi State University Mitchell Memorial Library Mississippi State, Mississippi	Miss. State U.
University of Mississippi University, Mississippi	Miss., U.

University of Missouri Elmer Ellis Library Columbia, Missouri	Missouri, U.
Montana State University Library Bozeman, Montana	Mont. State U., Bozeman
Public Library of Nashville & Davidson County Nashville, Tennessee	Nashville & Davidson Co.
University of Nevada University Library Reno, Nevada	Nevada, U.
Newark Public Library Newark, New Jersey	Newark P.
North Carolina Central University Durham, North Carolina	N.C. Central U.
Northwestern Connecticut Community College Library Winsted, Connecticut	Northwestern Conn. Comm. C.
Northwestern University Evanston, Illinois	Northwestern U.
Oklahoma State University Library Stillwater, Oklahoma	Okla. State U.
Oregon State Library Salem, Oregon	Ore. State L.
University of Oregon Library Eugene, Oregon	Ore., U.
Pennsylvania State University, Capitol Campus Middletown, Pennsylvania	Pa. State U.

University of Pennsylvania Library Philadelphia, Pennsylvania	Pa., U.
Library Association of Portland Portland, Oregon	Portland Lib. Assn.
Portland Public Library Portland, Maine	Portland P.
Princeton University Library Princeton, New Jersey	Princeton U.
Queens College Everett Library Charlotte, North Carolina	Queens C.
Ramapo Catskill Library System Middletwon, New York	Ramapo Catskill Lib. Syst.
University of Rochester Library Rochester, New York	Rochester, U.
St. Paul Public Library St. Paul, Minnesota	St. Paul P.
San Francisco Public Library San Francisco, California	San Francisco P.
University of Saskatchewan Library Saskatoon, Sask., Canada	Saskatchewan, U.
Seattle Public Library Seattle, Washington	Seattle P.
Simpson College Indianola, Iowa	Simpson C.

South Dakota State University Lincoln Memorial Library Brookings, South Dakota	S.D. State U.
Stanford University Libraries Stanford, California	Stanford U. Libs.
SUNY College at Old Westbury Old Westbury, Long Island, New York	SUNY, Old Westbury
Sweet Briar College Library Sweet Briar, Virginia	Sweet Briar C.
Syracuse University Syracuse, New York	Syracuse U.
Tampa-Hillsborough County Public Library Tampa, Florida	Tampa-Hillsborough Co. P.
University of Texas at Austin Austin, Texas	Texas, U., Austin
University of Texas at Dallas Library Richardson, Texas	Texas, U., Dallas
University of Toronto Toronto, Ontario, Canada	Toronto, U.
Tulsa City-County Library Tulsa, Oklahoma	Tulsa City Co.
United Nations Dag Hammarskjold Library New York, New York	UN
University of Utah Marriott Library Salt Lake City, Utah	Utah, U.

University of Vermont Burlington, Vermont	Vermont, U.
University of Virginia Library Charlottesville, Virginia	Virginia, U.
Washington State Library Olympia, Washington	Wash. State L.
Washington University Libraries St. Louis, Missouri	Wash. U. Libs.
Wellesley College Library Wellesley, Massachusetts	Wellesley C.
University of Wisconsin Memorial Library Madison, Wisconsin	Wisc., U.
Yale University Library New Haven, Conn.	Yale U.

DEFINITION OF A SERIAL

Definition of a serial:

AACR: "A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspaper, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series."

Questionnaire: If you exclude or add any other types of publications to this [AACR] definition, please indicate (e.g., continuations, annual supplements to monographs, reissued/revised publications).

Same definition

Arizona, U.
Arkansas State U.
Bucks Co. Free L.
Case-West. Reserve U., LSL
Catholic U., LSL
Chicago P.
Chicago, U.
Colo., U.
Dallas P.
Detroit P.
Great Falls C.
Hawaii, U.
Hennepin Co. L.
Jacksonville P.
Lincoln P.
Miss. State U.
Nevada, U.
Pa. State U.
Pa., U.
Queens C.
Ramapo Catskill Lib. Syst.
St. Paul P.
S.D. State U.
SUNY, Old Westbury
Sweet Briar C.
Syracuse, U.
Texas, U.
UN
Utah, U.
Wash. U. Libs.
Wellesley C.

Definition of a serial (continued)

	Additions
Akron-Summit Co. P.	Serials included in our check-in files include only periodicals, newspapers, bulletins and some numbered government and society publications which are not fully cataloged. Journals, memoirs, proceedings and transactions are sometimes in serial check-in, sometimes not.
Boston U.	Add continuations, annuals, or periodical supplements to monographs, etc.
British Col., U.	Manual serial record includes all multi-volume works having any incomplete sets in any of our 60 library locations.
Brooklyn P.	Include continuations, as well as annual and periodical supplements to monographs in our definition of a serial.
Buffalo & Erie Co. P.	The following types are included as "Serials": 1) Continuations 2) Publishers series which may be unnumbered but are grouped under an artificial title by the publisher. All documents (Federal, International, State and Local), blanket standing orders except Greenaway.
Calif., U., Berkeley	Multi-volume monographs.
Calif., U., Los Angeles	Include: regularly issued supplements to monographs, revised publications.
Cleveland P.	Includes continuations and all serial U.S. depository receipts; excludes microform serials.
Colo., U., Libs. Boulder	Includes annual/periodical supplements.
Georgia, U.	Include certain selected titles which are reissued on a regular basis in revised or new editions. Include annual or periodical supplements to monographs.

Definition of a serial (continued)

	Additions
Harvard	Periodical supplements to monographs.
Idaho, U.	Include continuations.
Ill., U., Chicago Circle	Supplements to monographs and reissued publications if edition number is indicated.
Iowa, U.	1) Editions more easily handled as serials 2) On going supplements 3) Numbered conferences
Ky., U. Libs.	Include: (1) continuations (unnumbered monographic series on standing order, comprehensive publisher standing order (ex. Unesco, etc. (2) Periodic supplements to monographs (3) Looseleaf services.
Loyola U. Libs.	Continuations.
Maryland, U.	Continuations, annual supplements to monographs, revised editions that appear regularly or irregularly, serial services, legal sets with pocket parts, etc.
Michigan, U.	Annual or periodical supplements to monographs; frequently revised publications or frequent editions.
Mpls. P & Info. Ctr. L.	Continuations
Miss., U.	Include some sets (e.g., Anchor Bible, Complete Works of...)
Missouri, U.	Incomplete monographic sets.
Mont. State U., Bozeman	Continuations, annuals, periodic supplements to monographs, and any item that is on a standing order.
N.C. Central U.	Add continuations.

Definition of a serial (continued)

	Additions
Okla. State U.	Include in serials check-in records, materials which are received as part of comprehensive memberships, even though these are not series per se. For example the materials received on our World Health Organization "gobal subscription", materials on our Brookings Institution subscription; materials on comprehensive order plan with the National Education Association. Also included in serials section are continuation materials, extended sets coming out over a multi-year time period, conference proceedings, journal supplements, monographic supplements, later editions of some titles, collected works type of material.
Portland Lib. Assn.	Continuations, certain supplements to monographs, multi-volume sets of 4 or more volumes published over a period of time, and blanket orders for all publications of a firm or organization.
Portland P.	Federal documents with numerical designations. Telephone directories, city directories.
Rochester U.	Monographs in part, annual supplements to monographs.
Saskatchewan, U.	Continuations, annual or periodical supplements to monographs, reissued/revised volumes of sets, pocket parts/periodical releases/updating services of law material, multi-volume works (e.g. Encyclopedias, dictionaries published in parts.)
Seattle P.	Serials division also handles continuations, annual and periodical supplements to monographs, booksets, and very occasionally reissued/revised publications on standing order. Also purchase unnumbered monographs if they are available on standing order, e.g. Doubleday Literary Guild publications.
Texas, U., Austin	Periodical supplements to monographs are included.

Definition of a serial (continued)

	Additions
Toronto U.	Supplements, annual or periodical, to monographs are included as are technical reports.
Tampa-Hillsborough Co. P.	Include services.
Tulsa City Co.	Continuations.
Wash. State L.	Continuations and periodical supplements included.
Wisc., U.	Annual supplements to monographs, rev. editions.
Yale U.	Also treated as serials are looseleaf volumes if intended to be updated, annual or periodical supplements to monographs, reissued/revised publications.

Definition of a serial (continued)

	Exclusions
Cleveland P.	Excludes microform serials.
Cornell U.	Monographs in series; Continuations; Loose-Leaf Services; Conference Proceedings (selected); Newspapers.
Flint P.	Annuals, transactions.
Georgia, U.	Exclude numbered monographic series which catalogs separately.
Idaho, U.	Exclude sets.
Ill. State L.	Most continuations, annual reports, proceedings, monographic series, transactions. Almost anything that is published less than three times a year.
Ind. U. NW	Annuals, numbered monograph series, reports and yearbooks are processed by Acquisitions and are not covered by this reply.
Ky., U. Libs.	Newspapers, government documents are handled in their own departments.
LC	Newspapers, monographs in series (unless cat. as a set), document monograph series.
Nashville & Davidson Co.	Continuations, yearbooks, reissued/revised publications.
Newark P.	Numbered monographic series.
Northwestern Conn. Comm. C.	Annuals.
Northwestern U.	Serial Department maintains periodical titles only; continuations, numbered monographic series maintained in Order Department.
Ore. State L.	Serials in this library include only periodicals and newspapers for the purpose of this survey.

Definition of a serial (continued)

	Exclusions
Ore., U.	Newspapers, government documents.
Rochester, U.	Government documents.
Stanford U. Libs.	Newspapers and some standing orders. Also government documents records kept separately by Govt. Dept.
Simpson C.	Annuals.
Tampa-Hillsborough Co. P.	Annuals, memoirs, transactions of societies and monographic series.
Toronto, U.	Continuations are excluded.
Tulsa City Co.	Yearbooks, reissued, revised publications.
Vermont, U.	U.S. document serials (not included in the following answers).

Definition of a serial (continued)

	Other
Calif. State L.	The State Library divides its serial publications into two areas: 1. Periodicals and newspapers 2. Continuations: includes annuals (reports, yearbooks, etc.) the proceedings, transactions, etc., of societies (published annually) and monographic series. The number 1 Area is charged in by the Periodical Unit; the number 2 Area is by the Continuation Unit. Both are administratively under the Acquisitions Section.
Fla. Tech. U.	Reports, supplements to monographs, and revised publications are ordered as monographs.
Ill., U., Urbana	Serials are divided into two groups: "Periodicals" are titles published three or more times a year; "Continuations" are titles whose frequency of publication is less than three times a year.
Kansas, U. Libs.	Continuations (sets), loose-leaf services, microform series, small publisher standing orders, and anything else which can be purchased on a continuing basis is included in the serial record system.
Michigan State L.	Exclude numbered series. Only periodicals and newspapers are checked in. All other elements of definition are received into cataloging as "open entry" (i.e. continuations)
Virginia, U.	Any monographic series held together with or without analytics.

RESPONSES TO QUESTIONS

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Akron-Summit Co. P.	812,054	262,598	2,388	28	9	Normal
Arizona U.	1,485,782		17,520	1,285	418	High
Arkansas State U.	450,000	437,000	3,960	245	0	Normal
Boston U.			15,000	400	350	Normal
British Col., U.	1,600,000		22,054	1,417	94	Normal
Brooklyn P.	3,541,964	666,182	6,907	417	262	Normal
Bucks Co. Free L.	78,294		706	10	3	Normal
Buffalo & Erie Co. P.	1,600,000	787,000	15,000	600	n/a	Normal
Calif. State L.			2,668 [1] 1,800 [2]	89 [3] 30 [4]	436 [5] 20 [6]	Low
Calif., U., Berkeley	3,798,042 [7]		46,068	2,674	4,782	High - delet. Low - adds

[1] Periodicals & newspapers
[2] Continuations
[3] Periodicals
[4] Continuations
[5] Periodicals
[6] Continuations
[7] The total number of volumes in all the libraries on the Berkeley campus is 4,649,533.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High, Low?
Calif., U., Los Angeles	1,849,734[1]		20,536[2]	2,194	352	Normal
Case-West Reserve U., LSL	20,000	650	350	50	25	Normal
Catholic U., LSL	50,000	30,000	270	3	5	Normal
Chicago P.	5,801,579		6,000	n/a	n/a	Normal[3]
Chicago, U.	3,485,140		41,752[4]	751	163	Low
Cleveland P.	3,356,515	2,000,000	25,000	215	n/a	Normal
Colo., U., Libs. Boulder	1,525,788	45,543	14,682	515	202	Normal
Colo., U., Denver	123,908	85,069	2,026	93	0	Low
Cornell U.	4,158,006		32,102[5]			
Dallas P.	1,892,642		4,500	376	48	Normal
Detroit P.	2,250,899	c1,000,000	8,200			

[1] The total number of volumes in all the libraries on the UCLA campus is 3,400,000.

[2] About 50,000 serial titles are received in all of the libraries on the UCLA campus.

[3] Judge new additions of titles to be normal; however, have added high volume of new subscriptions.

[4] 5,997 in Law Library; 854 in Far East Library.

[5] Does not incl. following libraries: Mann, Veterinary and Industrial & Labor Relations, libraries serving the Hotel and Law Schools.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Flint P.	391,114		2,339	97	135	Normal - adds High - delet.
Fla. Tech. U.	183,675	140,000	3,675	248	32	Normal
Georgia, U.	1,435,547	800,000	16,345	982	80	Normal
Great Falls C.	26,000		550	5	5	Normal
Harvard	2,678,705		30,000	1,391	801	Normal[1]
Hawaii, U.	1,345,000		17,300	530	681	Low[2]
Hennepin Co. L.	987,432		1,132	50	40	Normal
Idaho, U.	450,000	350,000	9,420	428	2	Low
Ill. State L.	917,623		5,056	223		
Ill., U., Chicago Circle	547,000		9,420	428	2	Low
Ill., U., Urbana	5,072,962		79,839	8,453		High
Ind. U. NW	110,000	1,241				[3]

[1] Accurate statistics only available recently.

[2] Cancellation statistics have jumped upward.

[3] Library budget has precluded addition of subscrs. last 2 fiscal yrs. Only exception has been substitution of a new title for a cancelled one.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Iowa, U.	1,813,000		19,500	1,020	1,488	High
Jacksonville P.	24,000	8,000	1,998	50	0	Normal
Kansas, U. Libs.	1,700,000		21,686	424	1,328	High - cancels
Ky., U. Libs.	1,208,235		14,706			
LC	16,000,000+	300,000[1]	100,000[2]	23,590[3]		Normal
Lincoln P.	407,911		856	36	10	Normal
Loyola U. Libs.	658,894	418,787	7,291	206	60	Normal
Maryland, U.	1,377,183		17,000	1,600		Normal
Michigan State L.	1,500,000		2,100	26	under 10	High
Michigan, U.	3,832,146	1,500,000	41,483	1,485	525	Normal
Mpls. P & Info. Ctr. L.	1,368,252		10,404	488		High
Miss. State U.	525,000		6,452	485		High
Miss., U.	1,000,000		4,787	106	128	Low

[1] Est. 300,000 serial titles in classified collections.

[2] 1,400,000 issues received; does not include Orientalia serials nor newspapers (abt. 700,000 issues of newspapers rec'd per annum.

[3] 12,183 titles cat'd for printed cards; 11,407 records made in Serial Record for new titles not retained by LC.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Missouri, U.	2,000,000		20,000+			
Mont. State U., Bozeman	639,186		5,168	340	68	Normal
Nashville & Davidson Co.	460,765		1,303[1]	55	10	Normal
Nevada, U.	380,000	6,900	6,900	281	88	Low
Newark P.	1,150,000	260,000	3,186[2]	154	25	Normal
N.C. Central U.	439,030	376,406		13	0	Low
Northwestern Conn. Comm. C.	33,000	30,000	279	7	5	Normal
Northwestern U.	2,239,369		15,762	1,848	110	High
Okla. State U.	1,121,600			770	536	Normal - adds High - delet.
Ore. State L.	906,632	830,857	2,020	130	121	
Ore., U.	1,250,000		15,150	1,250[3]	650	High - adds Low - delet.

[1] Or 2,391 if annual reports and government docs. are included.

[2] 4,667 (3,186 + 1,481 duplicates)

[3] Successive entry cataloging abolishes the "change entry" category. Net gain: 600 per year.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Pa. State U.	107,000		1,750	approx. 40	6	Normal
Pa., U.	2,600,000		25,700	596	384	Normal
Portland Lib. Assn.	1,059,413	350,000	7,950			
Portland P.	43,686		3,186	160	31	
Princeton U.			30,264	2,753	4,878[1]	Normal
Queens C.	14,386		535	5	0	Low
Ramapo Catskill Lib. Syst.			202	64	73	Normal
Rochester, U.	1,500,000		11,354	545	348	Low
St. Paul P.	719,561	335,200	1,052	25	10	Normal
San Francisco P.						
Saskatchewan, U.	350,000	15,800	10,650	450	60	Normal
Seattle P.	1,500,000	500,000	8,169	126		Low
Simpson C.	98,000	68,000	725	23	11	Normal
S.D. State U.			3,906	95	12	Normal

[1] Including cessations, removal of deadwood.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High Low?
Stanford U. Libs.	4,000,000[1]		48,427	1,896		Normal
SUNY, Old Westbury	60,000		1,200	125		Normal or Low
Sweet Briar	160,517		959	55	30	High
Syracuse U.	1,505,056		17,469	1,200	3,000	Unusual[2]
Tampa-Hillsborough Co. P.	437,272	99,000	1,158	103	9	High
Texas, U., Austin	3,518,000	1,900,000	40,800	2,079		Normal
Texas, U., Dallas	228,000	150,000	2,720	700		High
Toronto, U.	3,506,620		25,873 (titles) 29,144 (copies)	1,579	666	Normal
Tulsa City Co.	622,293	176,000	2,573	92	74	Normal
UN	400,000		15,000	760	300[3]	Normal
Utah, U.	1,448,639		14,397	427		Normal

[1] Includes University Libraries & six coordinate libraries; counts duplicate subscriptions, does not include dead titles.

[2] New bulding & budgetary cuts resulted in consolidation among branches.

[3] Estimate.

QUESTION 1

	Vols. in lib.	Titles in library	Serial pubs. regularly rec'd.	Serials added last annual report period	Serials deleted last a.r. period	Considered Normal, High, Low?
Vermont, U.	615,000[1]		7,375	186	117	Normal - adds High - delet.
Virginia, U.	1,951,040		19,395			Normal
Wash. State L.	(See Appendix no.9)					
Wash. U. Libs.	1,220,947[2]		10,300	137	344	Normal - additions High - delet.
Wellesley C.	489,149		4,930	226	151	Normal
Wisc., U.	2,633,873	801,159	39,193	4,118	1,820	Normal
Yale U.	6,350,824	4,500,000	60,069	2,397	1,451	Normal

[1] Includes bound periodicals.

[2] 1,496,806 with Dentistry, Law, and Medical Libraries which check in their own serials.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.)

	Yes	No	Explanation
Akron-Summit Co. P.		X	Serial check in files at Main include all publications received at Main, regardless of which of the six divisions has custody of the serial. Branch library serials are received and checked in at the branch.
Arizona, U.	X		
Arkansas State U.	X		
Boston U.		X	The Medical School Library, School of Theology, and Law School Library maintain separate check-in records.
British Col., U.	X		Manual serial record is used only to record material going to the shelves; serials issued in parts to be later bound are not recorded there until after binding. An automated serial record is used for current issues.
Brooklyn P.	X		Central check-in point for everything but Periodicals.
Bucks Co. Free L.		X	Each branch library maintains its own records.
Buffalo & Erie Co. P.		X	Periodicals are treated separately from other serials. All non-periodical serials are checked in at a central point and forwarded to the various public service outlets. Some periodicals are checked in centrally and then sent to public service (both Central and the branches). Other periodicals are sent directly to public service points by the publishers. See Question 11.
Calif. State L.		X	No central point check in records maintained for all serials received in the State Library. Serial publications for Government Publication Section, Law Library, Sutro Library and Book for the Blind and Physical Handicapped (BBPH) are checked in separately.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Calif., U., Berkeley	X		However, document serials are received in Documents Dept., East Asian languages in East Asiatic Library.
Calif., U., Los Angeles		X	There are four receiving points for serials: the Biomedical Library, Engineering/Math Sciences Library, Law Library and University Research Library. The University Research Library receives for 10 branches and also receives all exchange titles for all libraries on campus.
Case-West. Reserve U. LSL	X		
Catholic U., LSL	X		Yes, for the Library Science Library only.
Chicago P.		X	No central record is kept, even for serial holdings of the Central library; however, this policy is under revision.
Chicago, U.	X		Holdings in Far East vernacular are kept in Far East Library.
Cleveland P.		X	Branch agencies check in their own material; order information and activity is centralized in Order Department/ Serials Section.
Colo., U., Libs. Boulder		X	All serials for the branch libraries are received centrally with the exception of Law Library subscriptions.
Colo., U., Denver		X	Periodicals are checked in at one position, serial selections at another.
Cornell U.		X	Serials received by the following libraries serving statutory colleges of the University. Mann, Veterinary and Industrial & Labor Relations, as well as the libraries serving the Hotel and Law Schools.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Dallas P.		X	Most branch subscriptions go directly to the branches for check-in. Some free periodicals are addressed directly to the specific subject divisions at the Central Library. Government documents have their own check-in records maintained in that division.
Detroit P.		X	Current periodicals are checked in by departments and branches. Other serials are checked in in Book Selection and forwarded to department after invoice is cleared for payment. Clerk also debits department for material.
Flint P.	X		Some newspapers go directly to the branches.
Fla. Tech. U.		X	Serials are sent directly to the Resident Centers (branch libraries) and check-in records are maintained there.
Georgia, U.		X	Periodicals (titles issued more frequently than once a year) are checked in by the branch libraries only. Serials (titles issued once a year or irregularly) are checked in at a central file at the main library.
Great Falls C.	X		
Harvard		X	Serials in non-Roman alphabets are handled by specialized departments (Hebrew and Yiddish by the Hebrew Department; Cyrillic by the Slavic Department; Arabic, Persian, etc. by the Middle East Department; and Modern Greek by the Modern Greek Section).
Hawaii, U.	X		Few exceptions: Asia Coll.; Medical Lib.; Govt. Docs.; daily newspapers on demand; and Asian vernacular titles in the main collection.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Hennepin Co. L.		X	Each branch handles their own.
Idaho, U.	X		Law Library not part of system. No branch libraries.
Ill. State L.		X	Federal/Illinois Documents checks in their own but they do input into the ULS. And Collection Development checks in most continuations, annual reports, proceedings, monographic series, transactions.
Ill., U., Chicago Circle	X		
Ill., U., Urbana	X		
Ind. U. NW		X	Reference titles and Government periodicals which have limited interest, are checked in in the departments receiving them.
Iowa, U.		X	1) Government publications are received separately. 2) Serials not on standing order received separately. (i.e. the kardex record does not show above types but a central bibliographic record, the Serials Catalog, contains all serials, including the above).
Jacksonville P.		X	Branches have their own.
Kansas, U. Libs.		X	Automated serial record system is set up to allow each branch library to check-in those serials shelved in that location. The check-in records are cumulated, to provide holdings records of serials in all locations to all service points throughout the system.
Ky., U. Libs.	X		Keep check-in records for all locations (Main Library and 10 branches) except the Agricultural, Law and Medical Libraries.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
LC		X	Central chech-in for all roman alph. langs. (incl. Gaelic, Icelandic, Gothic), Gk., Hebrew, Cyrillic, certain bi-lingual serials. Checked in by Orientalia Div.: Non-roman alph. langs. (exc. Gk., Hebrew, Cyrillic) Chinese, Japanese, Korean, South Asian langs., Arabic, Persian, Amharic, Armenian, certain bi-lingual serials, etc.
Lincoln P.		X	Periodicals, newspapers and journals are received and checked in at respective branches. TPD: Serial publications (as opposed to periodicals) are checked in at a centralized point and processed for system wide distribution.
Loyola U. Libs.		X	Periodicals received at branch libraries. They maintain their own check-in records.
Maryland, U.		X	Periodicals sent directly to branch libraries for check-in. Newspapers sent directly to reading rm. Documents (U.S., international, and Maryland) handled at another location.
Michigan State L.		X	Periodicals and newspapers are centrally checked in for all branches except Law Library and Escanaba, Mich. branch. Government documents separately checked in.
Michigan, U.		X	Branch libraries have the option of receiving some categories of serials (periodicals published quarterly or more often) directly. In general, those received centrally are serials published less frequently than quarterly, those in publishers binding, those needing analyzing, or series classed separately. A central serials record is maintained and issues received directly in the branch libraries are recorded in the central record when the volumes are bound.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Mpls. P & Info. Ctr. L.		X	Most subscriptions for our community libraries are mailed directly to them. We do maintain billing records for these subscriptions on our kardex cards.
Miss. State U.	X		
Miss., U.		X	Most are checked-in in the main library, but a few are ordered and paid for directly by a branch library and are checked in there only.
Missouri, U.	X		
Mont. State U., Bozeman	X		
Nashville & Davidson Co.		X	The 11 branches check in their own periodicals. The Main Library maintains all records of orders and invoices. If there is a break in service or problem of any kind it is handled here.
Nevada, U.		X	Holdings records are maintained by the branch or department which houses the material. A Central Serials File is maintained in the Serials Department which reflects location of all titles except government publications.
Newark P.		X	Branch Libraries receive periodicals and newspapers directly.
N.C. Central U.		X	Other libraries in the system do their own ordering and receiving.
Northwestern Conn. Comm. C.	X		No branches.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Northwestern U.		X	Most branch libraries do not have computer access and consequently maintain manual records to record check-in of their titles.
Okla. State U.		X	Government publications are handled by the Documents Section of the Library. All others are handled by the Serials section.
Ore., U.	X		
Pa. State U.		X	Periodicals checked in in Periodicals Dept., continuations in Acquisitions receiving unit.
Pa., U.		X	Central records are kept for most of the departmental libraries but there are a few that are completely independent and not represented in the Serials Dept. files. There are also four additional department libraries which receive periodicals directly. These titles are represented in the checking file by title with business information and call number but without holdings.
Portland Lib. Assn.		X	There are several check-in records at the Central Library located in the departments which have responsibility for them. In addition, each branch maintains its own check-in records.
Portland P.		X	We check in most serials in the main Library for all depts. (incl. some but not all Standing Orders and Gov. Docs.) Art, Ref., Children, Circ., Bookmobile. Order periodicals for the branches but do not check those not catalogued.
Princeton U.	X		

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Queens C.	X		
Ramapo Catskill Lib. Syst.	X		
Rochester, U.		X	Check-in for all serials at one central point except for oriental language publications which are checked in in the Asia Library.
St. Paul P.	X		
Saskatchewan, U.	X		
Seattle P.		X	The serials division in the main library checks in all serials for the central library as well as non-periodical serials for the branches. Periodicals for the branch libraries are ordered and claimed from the serials division but are addressed directly to the branch libraries.
Simpson C.	X		
S.D. State U.		X	Periodicals are checked-in in the Periodicals Dept. except those shelved in the Branch Library which are checked-in there. All other serials are checked-in in the Acq. Dept.
Stanford U. Libs.	X	X	Yes - for university libraries - No for coordinate libraries (each of these keeps its own records)
SUNY, Old Westbury		X	Reference room serials and annuals and numbered monographic series are checked-in in the Acquistions Dept.
Sweet Briar C.	X		

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Syracuse U.		X	Branches receive most periodicals and newspapers directly and maintain their own check-in records. Law Library receives almost all serials directly. Payment and claim records for all serials are maintained centrally, however.
Tampa-Hillsborough Co. P.	X		Branches maintain own check-in records. Central Library records all order & payment information.
Texas, U., Austin		X	Separate check-in is also done in both Texas Collection and Latin American Collection (some of this duplicates their check-in records).
Texas, U., Dallas	X		
Toronto, U.		X	Maintain check-in records for titles which are handled through the Central Library.
Tulsa City Co.		X	Maintain a central billing record for all subscriptions and check in records for central library subscriptions only.
UN	X		
Utah, U.	X		
Vermont, U.	X		Check in for Physics/Chemistry branch library (U.S. Documents checked in by that Dept. at the Library).
Virginia, U.		X	Law and Medicine take care ordering and controlling their own; some titles mailed direct to department libraries but they have "mail direct" card on file.

2. Do you maintain check-in records at a central point for all serials received in your library, regardless of location (e.g. branch libraries, etc.) (continued)

	Yes	No	Explanation
Wash. State L.		X	Documents are checked in by the state document section & the Fed. Doc. Section; standing orders placed by Acquisitions are recorded by them; all other serials, subscriptions and new standing orders (placed since Oct. 1973) are received by the Serials Section. Branch libraries maintain their own check-in records.
Wash. U. Libs.	X		
Wellesley C.		X	Documents serials checked in in Documents Dept. Doc. staff maintains those records.
Wisc., U.		X	Law and medicine excluded.
Yale U.		X	Departmental libraries order, check-in, claim, and bind their own serials. Cataloging of serials is more centralized. There are seven cataloguing units in the system and approximately 25 departmental libraries so more than half are sending serials to the main unit for cataloging.

2. Do service units and branches also maintain check-in records?
If yes, do these records duplicate or supplement the centrally maintained records?

	Yes	No	Duplicate	Supplement	Other
Akron-Summit Co. P.	X				Service units duplicate, branches have the only record of material received.
Arizona, U.	X		X		
Arkansas State U.		X[1]			[1]Ex: Govt. Docs.
Boston U.	X		X		
British Col., U.	X(some)		X		
Brooklyn P.	X			X	
Bucks Co. Free L.	X				They are separate records.
Buffalo & Erie Co. P.	X		X	X	See first part of answer.
Calif. State L.				X	
Calif., U., Berkeley	X		X		
Calif., U., Los Angeles	X		X		
Case-West. Reserve U., LSL	X		X	X	
Catholic U., LSL	X				
Chicago P.	X				
Chicago, U.	X		X		
Cleveland P.	X		X	X	Duplicate - Main Library Subject Depts. Supplement - Branches
Colo., U., Libs. Boulder	Some		X	X	
Colo., U., Denver	X		X		
Cornell U.	X			X	
Dallas P.	X			X	
Detroit P.	X			X	

2. Do service units and branches also maintain check-in records?
If yes, do these records duplicate or supplement the centrally maintained records?

	Yes	No	Duplicate	Supplement	Other
Flint P.	X		X		
Fla. Tech. U.	X			X	
Georgia, U.	X			X	
Harvard	X		generally	occasionally	
Hawaii, U.	X		X		
Hennepin Co. L.	X			X	
Idaho, U.		X			
Ill. State L.	X			X	
Ill., U., Chicago Circle		X			
Ill., U., Urbana	X		X		
Ind. U. NW	X				
Iowa, U.	X		X		
Jacksonville P.	X			X	
Kansas, U. Libs.					See answer to prior question.
Ky., U. Libs.	X		X	X	
LC	X			X	
Lincoln P.	X			X	
Loyola U. Libs.	X			X	
Maryland, U.	X		X	X	Dupl. some info. but also add the date rec'd in the particular lib., which is supplementary info. In the case of reading rooms in McKeldin, records duplicate; newspapers and documents, supplement; in case of branch libs., they supplement.

2. Do service units and branches also maintain check-in records?
If yes, do these records duplicate or supplement the centrally maintained records?

	Yes	No	Duplicate	Supplement	Other
Michigan State L.	X		X	X	
Michigan, U.	X		X		
Mpls. P & Info. Ctr. L.	X			X	
Miss. State U.		X			
Miss., U.	X		X	X some cases	
Missouri, U.		X			
Mont. State U., Bozeman	X		X		
Nashville & Davidson Co.	X			X	
Nevada, U.	X			X	
Newark P.	X			X	
N.C. Central U.	X			X	
Northwestern Conn. Comm. C.		X			
Northwestern U.	X			X	
Okla. State U.	X		X		
Ore. State L.		X			
Ore., U.		X			
Pa. State U.		X			
Pa., U.	X		X	X	
Portland Lib. Assn.	X			X	
Portland P.	X			X	
Princeton U.			X	X(some)	
Queens C.	X				
Ramapo Catskill Lib. Syst.		X			

2. Do service units and branches also maintain check-in records?
If yes, do these records duplicate or supplement the centrally maintained records?

	Yes	No	Duplicate	Supplement	Other
Rochester, U.	X		X	X	Duplicate some information but also add the date rec'd in the particular library which is supplementary information.
St. Paul P.	X		X		
Saskatchewan, U.	X			X	
Seattle P.	X		X	X	Some but not all central depts. maintain check-in records that duplicate the check-in records of the serials div. Branch check-in records supplement rather than dupl. the serials div. records.
S.D. State U.	X			X	
Stanford U. Libs.	X		X		
SUNY, Old Westbury		X			
Sweet Briar C.	X		X		
Syracuse U.	X		X		
Tampa-Hillsborough Co. P.	X			X	
Texas, U., Austin	X		X	X	
Texas, U., Dallas		X			
Toronto, U.	X(some)				
Tulsa City Co.	X			X	
UN	X		X		
Utah, U.	X		X		
Vermont, U.	X		X		
Virginia, U.	X		X	X	

2. Do service units and branches also maintain check-in records?
If yes, do these records duplicate or supplement the centrally maintained records?

	Yes	No	Duplicate	Supplement	Other
Wash. State L.	X		X		
Wash. U. Libs.	X		some	some	
Wellesley C.	X(Docs.)			X	
Wisc., U.	X		X		
Yale U.	X				See first part of answer to question 2.

2. Do you have computer-assist records, for check-in and claiming? If you have such records, do you also maintain manual records?

	Yes	No	Yes	No	Comments
Akron-Summit Co. P.		X			
Arizona, U.		X			
Arkansas State U.		X			
Boston U.	X		X		On computer-assist records, claiming through dealer only.
British Col., U.	X			X	
Brooklyn P.		X			
Bucks Co. Free L.		X			
Buffalo & Erie Co. P.		X			
Calif. State L.		X			
Calif., U., Berkeley		X			Have Serials Data Base but not yet involved in check-in procedures; claiming process is in planning stage.
Calif., U., Los Angeles		X			
Case-West. Reserve U., LSL		X			
Catholic U., LSL		X			
Chicago P.		X			
Chicago, U.	X	X	X		Partial check-in and no claiming on computer-assist records.
Cleveland P.		X			
Colo., U., Libs. Boulder		X			
Colo., U., Denver		X			
Cornell U.		X			
Dallas P.		X			
Detroit P.		X			

2. Do you have computer-assist records, for check-in and claiming?
If you have such records, do you also maintain manual records? (continued)

	Yes	No	Yes	No	Comments
Flint P.	X			X	
Fla. Tech. U.		X			
Georgia, U.		X			
Great Falls C.		X			
Harvard		X			
Hawaii, U.					Computer record developments in elementary stages. Have not reached this capability.
Idaho, U.		X			
Ill. State L.		X			
Ill., U., Chicago Circle		X			
Ill., U., Urbana		X			
Ind. U. NW	X		X		Claiming only on computer-assist records.
Iowa, U.		X			
Jacksonville P.		X			
Kansas, U. Libs.	X		X		(See also Appendix no.10)
Ky., U. Libs.		X			
LC	X		X		

2. Do you have computer-assist records, for check-in and claiming?
If you have such records, do you also maintain manual records? (continued)

	Yes	No	Yes	No	Comments
Lincoln P.		X			
Loyola U. Libs.		X			
Michigan State L.		X			
Michigan, U.		X			
Mpls. P & Info. Ctr. L.		X			
Miss. State U.		X			
Miss., U.		X			
Missouri, U.		X			
Mont. State U., Bozeman		X			
Nevada, U.		X			
Newark, P.		X			
N.C. Central U.		X			
Northwestern Conn. Comm. C.		X			
Northwestern U.	X			X	Manual records only in branches. (See also Appendix no.5)
Okla. State U.		X			
Ore. State L.		X			
Ore., U.		X			

2. Do you have computer-assist records, for check-in and claiming?
If you have such records, do you also maintain manual records? (continued)

	Yes	No	Yes	No	Comments
Pa. State U.		X			
Portland Lib. Assn.		X			
Portland P.		X			
Princeton U.		X			
Ramapo Catskill Lib. Syst.		X			
Rochester, U.		X			
St. Paul P.		X			
San Francisco P.	X			X	Some manual work is necessary. (See also Appendix no.10)
Saskatchewan, U.		X			
Seattle P.		X			
S.D. State U.	X		X		
Stanford U. Libs.	X	X	X		Check-in and claiming computer-assist records for first piece of every new title; no for established titles.
SUNY, Old Westbury		X			
Sweet Briar C.		X			
Syrcause U.		X			
Tampa-Hillsborough Co. P.		X			

2. Do you have computer-assist records, for check-in and claiming?
If you have such records, do you also maintain manual records? (continued)

	Yes	No	Yes	No	Comments
Texas, U., Austin			X		Will have computer-assist records January 1976.
Texas, U., Dallas		X			
Toronto, U.		X			
UN		X			
Utah, U.		X			
Vermont, U.		X			
Virginia, U.		X			
Wash. State L.		X			
Wash. U. Libs.		X			
Wellesley C.		X			
Wisc., U.		X			
Yale U.		X			

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter).

Akron-Summit Co. P.	Check-in file divided into three alphabetical lists: Newspapers, periodicals and serials which check-in under issuing agency. Inactive files consist of last check-in card and are kept only for a few years.
Arizona, U.	Revofile - contains check-in, payment, and claim records for serials and standing orders for monographs in series; newspaper check-in file; others are unofficial.
Arkansas State U.	Both; visible check-in file (2 cops. of items used included).
Boston U.	Kardex (8) - Active and dead for check-in purposes. Claiming - noted in Kardex; also there is a separate file of claim-letters on claimer's desk.
Brooklyn P.	Acme-Visible files, contain both active and inactive serials records.
Bucks Co. Free L.	1) Visual file (Acme Visuals) for periodicals and newspapers is maintained. This includes both currently published and dead. 2) A separate card file is maintained for monographic continuations and standing orders. 3) A separate card is maintained for Federal Depository Documents.
Buffalo & Erie Co. P.	Serial check-in Kardexes. Periodical check-in Kardex. The periodical check-in file includes only active titles. Serials check-in file includes both active titles and those which ceased or were dropped in the past 3 years. A "dead file" of old Kardexes is maintained for these titles and for filled Kardexes of current titles. It is occasionally necessary to look up a previous card for a current Serial. Only the current card is kept in the Kardex. Old cards are kept in the dead file.
Calif. State L.	Post index file: contains check cards for active serial publications. Dead file: contains ceased publications. Each check cards contains information on binding, cataloging decisions, payments, etc.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Calif., U., Berkeley	SERIALS FILE: includes currently published, coming on continuation arrangements (gift, exchange, purchase); orders for expected continuation arrangements; some dead titles until final volume is cataloged. NEWSPAPER FILE: active titles. DOCUMENTS SERIALS FILE: being built up to parallel Serials File.
Calif., U., Los Angeles	University Research Library/Serials Department check-in visible file records include only active serials titles. All claimed issues are noted on the back of the visible file card together with the date of claim. Replies are noted in the same manner.
Case-West. Reserve U. LSL	File is maintained by the student workers, containing both currently published and dead periodicals. There is only one file for check-ins, kept in the Kardex, and held at the circulation desk. Claims are maintained by the students also, with the file being kept in a special folder within the work area.
Catholic U., LSL	Kardex or visible file for checking in periodicals that are received daily in the mail. At the bottom section of the Kardex drawer are listed those periodicals that are no longer received.
Chicago P.	Every public service agency is supposed to maintain check-in records. Since Central Library is virtually the only place which keeps bound sets, their records are most complete. Claims are forwarded to the Serials Dept., who issue the claims to the publishers. Agencies notify Serials when requested issue is received.
Chicago, U.	The serial record is divided between active and inactive only because the equipment cannot hold the entire record. The active record for each title includes a main entry card, a permanent holdings card, a temporary card for checking-in periodicals, a copy of the order for claiming purposes. The inactive record is the same except that no record of order is needed. Notations of claiming and reports received are made on the holdings cards or control cards.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Cleveland P.	Periodical check-in files; gift serial check-in file, purchase serial check-in file; annual and infrequent documents and gift serials file; sample issues file sent for decision; claims sent file. All these files consist of both active and no longer received titles.
Colo., U., Libs. Boulder	Kardex Record: Active subscriptions, gifts, exchanges; claiming records. Inactive file: titles not received on standing order; dead title.
Colo., U., Denver	Use a quarterly claim coded by color of check-in card. The serial file contains both active and inactive serials.
Cornell U.	Kardex - Active titles only.
Dallas P.	Two Kardex files; one for book serials and one for periodicals. Claim record is kept with card in the Kardex. The files contain both active and inactive publications.
Detroit P.	1) Alphabetical title file showing all agencies having current subscriptions. 2) File by department and agency showing subscriptions and source of same currently received. 3) Payment file by subscription agent or publisher. 4) File of titles which have been discontinued but were received at one time.
Fla. Tech. U.	Visible file and Binding file. Visible file includes currently published and some dead titles. Noted on the check-in card in visible file if the title has ceased publication, temporarily suspended or has been cancelled. Binding file contains an alphabetical record of periodical volumes bound by the bindery.
Georgia, U.	Periodicals: check-in file (main and branch libraries); claim files (main and branch libraries); replacement file (main and branch libraries). These contain only current titles. Serials catalog (all serials are checked directly into catalog at main library. Catalog contains currently published and dead titles.)

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Great Falls C.

Current File: Only those periodicals being currently received.
Permanant File: All periodical check in records both current & dead.

Harvard

I. Check-in:
   A. The Section maintains a card catalog called the serial card (S-cd) file which contains a copy of the main catalog card for both live and ceased cataloged serials (on which is recorded the permanent holdings information) and decision cards for other serials. Titles which are received less frequently than once every two years are checked in directly on the s-cds.
   B. All other active serials are checked in on visible records (see samples 1-4), which are arranged alphabetically within the sections listed below:
      1. Publications of international organizations, arranged by (1) the name of the organization without subdivision and, (2) title.
      2. U.S. government publications.
      3. Publications of foreign governments, arranged by the name of the government without subdivision and (2) title.
      4. Newspapers and all serials received in microformat.
      5. All other serials.

II. Claiming:
   A. Master address file, containing address cards for all vendors.

   B. Outstanding claims file, arranged by month and title.

Hawaii, U.

1. Inactive file - titles not received currently & outstanding orders awaiting first receipt.
2. Active file - titles currently being received.

Hennepin Co. L.

Visible Files list active subscription status and record of claims information.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Idaho, U.	Our Central Serials Record is presently divided into: (1) Periodicals, (regular numbered publications received more than once a year - does not include numbered series, obviously); (2) Serials, (irregular publications in series, continuations, annuals, a few publishers serials; (3) Dead file.
Ill. State L.	Serial check in: we have Daily, weekly, monthly check cards all in one file. (See answer to #5). We include both current and dead titles in the periodical file. Type of record: Title, frequency, publisher and address, payment, routine call number if there is one.
Ill., U., Chicago Circle	One file called Central Serials Record is maintained for both check-in and claiming. The file includes both active and dead titles.
Ill., U., Urbana	Purchase Continuation Order File (Active titles; payment and invoice information and location of title). Periodical Check-in File (Active titles, gives location, call number, volume, year, issue). Central Serial Record (Both current and dead or inactive titles, gives call number, location, volume and year for bound journals).
Ind. U. NW	Use Kardex cards ... active titles only. When an issue is claimed, the appropriate block is circled in red and the date of the claim letter is penciled in.
Iowa, U.	Kardex receiving record contains all standing orders and controls all claiming records. It acts as a receiving and bill paying record. The Serials Catalog contains all bibliographic information only and no ordering activity is conducted through it.
Jacksonville P.	Active only. Dead kept in separate file. Remington Rand card - nothing unusual.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Ky., U. Libs.	Central Serials Record (Kardex). Includes both current and dead titles. There are some inactive records on 3 x 5 cards which have not yet been transferred to the Kardex.
LC	1) The central Serial Record (live and dead); 2) Orientalia check-in records; 3) Exchange & Gift Division Receipt File (live titles only): checked only for no. 1 issues of successive volumes, but also annuals and individual mono series - primarily a means of recording sources; 4) Order Division: Order Division supplies. Serial Record staff with a computer print-out of serial subscriptions; this is searched in the files and appropriate data is added to "Claim for missing issues" form.
Lincoln P.	Kardex - used for periodicals check-in and claiming; records include active and dead titles; holdings information is included in entry; entries for titles ordered directly from publisher include order data for use in claiming. Annual jobber invoice - order data from subscription agency invoice is used for claiming titles ordered through the agency; invoice includes only titles ordered through the agency. TPD: Serial publications are interfield with other book materials in acquisition files in TPD. Acquisition file is an active file. TPD does not maintain dead files.
Loyola U. Libs.	Kardex check-in record for current titles only. Two cards for each title, the check-in card where issues are recorded with the date received, and the second card to record the payment and status of the subscription. For claiming, a printed form is used, it has two copies, one to be sent to the publisher and a second for claiming file. When the missing issue is received the second copy is pulled and discarded. The claiming file is reviewed every three months and follow-up letters sent for issues still missing and for which no answer for the first claim was received.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Maryland, U.	Kardex visible file (active serials only; payment and receipt record for periodicals in McKeldin and all serials; payment record only for branch library periodicals and newspapers); file of claim forms maintained by claims clerk; file of one copy of order form in chronological order (for claiming of new orders).
Michigan State L.	Periodicals check-in - active and dead. Newspaper check-in actively received, currently, published and microfilms of back issues.
Michigan, U.	Kardex file: currently received titles published quarterly or more often. Includes claiming notes. Check list: all titles, active and dead. Includes claiming information for titles not in Kardex file, contains cataloging information, acquisitions information, discard decisions, "not to be cataloged" decisions. For titles in the Kardex file, includes only bound volumes.
Mpls. P & Info. Ctr. L.	Kardex for periodicals - active only - billing and check-in cards. Kardex for continuations - active only - billing and check-in cards.
Miss. State U.	Kardex for newspapers - claims noted on check card, includes only active. Kardex for periodicals - Claims noted on check card, includes only active. Inactive Kardex Card - Claims noted on card. Serials Holdings Catalog - Claims noted on check card, includes both active and inactive file. Claim file for periodicals - This is a file of claim slips, includes both active and discontinued titles. Claim file for classified - Same as above serials.
Miss., U.	Cardineer cards for checking in; claims recorded on them in "remarks" section. Slip in the "Incomplete" drawer for each issue claimed. Records for replacement issues kept similarly but separately. Small card file for items regularly discarded or routed without checking in. Cardineer card file contains active titles only.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Missouri, U.	The central serial record contains all serial records. It includes both current and dead serials. It contains a unit catalog card, a holdings card for bound volumes, a check-in card for current issues and a pay card for acquisition records. It also contains analytics for analyzed series.
Mont. State U., Bozeman	Serials check list file of currently received serials only on which are noted the volume and/or number and/or date plus date received for each serial.
Nashville & Davidson Co.	Two files for all periodicals in our holdings both active and dead, (1 for patrons) (1 in stacks). One file for check-in records - claims, expiration and cost. One file if recent title changes, defunct titles and deletions. One file for all titles received by each branch (periodicals and newspapers), one file for newspapers.
Nevada, U.	Central Serials File includes both currently published and dead serials. Non-periodical serials are checked in here only and claim records are kept for these serials. Periodical holdings are updated in this file as volumes are bound. Microform holdings, including newspapers, are maintained in this file. Kardex has the check-in record for currently received periodicals and newspapers.
Newark P.	Kardex file contains check in and claiming records and Standing Order card and continuation envelope show only currently received titles. Union Kardex in Reference Department lists all titles currently received in Library system with beginning issue, date run of those dropped or ceased publication, retention or discard decisions.
N.C. Central U.	Kardex file - includes active serials only.
Northwestern Conn. Comm. Co.	Active serials in two alphabets - newspapers and other serials.
Northwestern U.	All records both dead and active are maintained in one computer file accessed by search key derived from the main entry. At present access is by IBM CRT Terminals.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Okla. State U.	Kardex file (visible record) for currently received periodicals. Separate Kardex for inactive titles (those cancelled, ceased, or suspended). Files in the inactive kardex are retained for only a certain time span, usually several years at present. Continuation file is a separate file, 3 x 5 card file cabinet. A separate alphabetical file in the same cabinet contains the inactive continuation file (those cancelled, ceased, or suspended).
Ore. State L.	Tub file - check-in and claiming information. Only currently published titles are in this file. Drawer file of 4 x 6 cards contains check-in records of all titles previous to 1972 when the check-in record in the tub file was established.
Ore., U.	Serials Checking File (SCF) contains only live titles, changing titles and titles on order. When a title has ceased, been completely bound, and the card catalog entry closed (with statement of complete holdings), then the SCF card for that dead title is retired to an "inactive file," which is rarely referred to. Titles on order are represented by a "blue temp" which is little more than a record of an attempt to get a title. For purchases the official business card is in the pocket with the blue temp. Gifts and Exchange "business cards" are little more than slips saying: "(title) - gift" or "(title) - Exch." Obviously the blue temps are expected to be superseded by the standard white SCF check-in card. Blue temps also are inserted for the first issues of a title change when the issues are expected to arrive or have come and are at the serials catalogers. About 95 percent of the file consists of the white SCF check-in card, facing it in the pocket above the business card. Until last year there was a file of (carbons of) claims outstanding. That has been abolished.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Pa. State U.	Kardex record is used for check-in and claiming information. The record includes active subscriptions, ceased subscriptions, and cancellations.
Pa., U.	The Kardex checking file in Serials Department contains only active titles. Periodicals are in a separate alphabet from other serials. Records for dead titles are transferred to a "completed file" but only the last check card is kept. All bill payment records are kept. Current file includes call number, location, holdings, agent, fund and order number as well as payment records. A separate 3 x 5 card file is kept for titles we have decided to discard. Only one date a year is recorded on it so we can tell if it has stopped coming.
Portland Lib. Assn.	(See Appendix number 7)
Portland P.	Kardex - check in and history, section for microform check in, section for city Directory check in. Separate file for Direct orders - order and payment. Files include both active and inactive serials - active red signal, inactive green, government periodicals blue signal.
Princeton, U.	Flat file record contains only current serials. Flat file contain check-in, claiming and billing information.
Queens C.	Kardex - check-in for active serials only. Separate forms for monthly, weekly and daily. Red Tabs are attached to check-in cards when a complaint has been sent. When we no longer receive a serial, it is placed in a dead file (alphabetically).
Ramapo Catskill Lib. Syst.	1. Subscription files a) current, b) cancelled 2. Standing order a) current
Rochester, U.	Kardex - contains check-in, payment and claim record. Dead file - contains check-in, payment, and cessation information. Claim card file - entry, number of missing issue, claim history - arranged by month of claim and by entry within month. Discard file - visible record file of titles to be discarded.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

St. Paul P.	Kardex file for check-in; includes some "Dead" periodicals.
Saskatchewan, U.	(See Appendix number 8).
Seattle P.	The serials division's check-in record (2 Diebold Cardineers) lists unbound periodical issues (but not newspapers) for the central library. The check-in record does not give periodical payment information and does not act as a bound holdings record. It includes all non-periodical serials with payment records for the whole system. The check-in record includes claiming information.
Simpson C.	One alpha file containing current and dead serials.
S.D. State U.	Acquisitions serials records maintains active records only. Periodicals and Branch Library periodical records include dead titles.
Stanford U. Libs.	File - central serial record; includes live and dead. Record is a check-in type only (bibliographic quality is very modest).
SUNY, Old Westbury	Two files (different material in each) - active and dead records. Same type of recording system used in both files.
Sweet Briar C.	1. Kardex - Active serials 2. Continuations card drawer (active and dead)
Syracuse U.	Three kardexes - Documents, periodicals, serials; continuations and one newspaper check-in notebook. Inactive records usually remain in kardex 6 months to 1 year. The check-in records are separated into 3 kardexes to facilitate rapid processing of material containing current information.
Tampa-Hillsborough Co. P.	Current and dead titles included. One file (Acme Visible) for all records. Supplemental file folder for holding claims and correspondence.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Texas, U., Austin	Kardex indicates currently published titles received on standing order as a continuing gift, exchange. Information includes holdings, call no., shelving location, source, what has been claimed and when claimed; address for claiming, ISSN.
Texas, U., Dallas	Kardex includes all information on both active and ceased titles.
Toronto, U.	1. Kardex - contains check-in and claiming information for active serials only (we maintain separately the file for dead serials). 2. Government Publications Kardex - as above but for government publications.
Tulsa City Co.	Kardex contains mostly currently received serials. Maintain check in cards using tabs to denote status of subscription. Kardex contains shelflists, billing cards, main entry card and check in cards.
UN	Kardex files are divided into inactive and active. The active file is in three main sections: (a) official publications (government) by country; (b) inter-national intergovernmental organizations (by organization); and (c) non-official (trade) serials. The latter file is sub-divided into newspapers, periodicals, annuals (including irregular serials) and monographic series.
Utah, U.	Kardex file - contains all information on current serials including bibliographic description, check-in records, invoice record, bindery record, agent indication, and record of claims.
Vermont, U.	1. Kardex: active serials - a) copy of all replacement orders filed under title; b) claim notated on Kardex. 2. Vermont check-in files: card file with call no. all Vt. Town reports. 3. Unsolicits file: Union school district annual reports, etc. Active titles only; Cards indicating disposition of unsolicited materials. 4. Canadian Documents Kardex (active): Often discarded, sometimes routed within Library; active titles only.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Virginia, U.	Kardex maintains two files - 1) Periodicals Kardex 2) Acquisitions Kardex (for standing & continuation orders) and retired file for each. Two cards for each title - 1) check-in card 2) Source card. Check-in card - issues are recorded on this card. Source cards records claiming information.
Wash. State L.	1) Periodical Kardex: currently published and dead, history card and check-in record. 2) Serials file: currently published only, payment card (for all serials ordered), check-in card for classified serials placed on standing order since October 1973. 3) Subscription payment and receipt file: currently published; being merged with the Serials File. 4) Newspaper Check-in: currently published, check-in only. 5) Newspaper on microfilm: currently published and dead; check-in only. Periodical Kardex and the subscription payment and receipt file will eventually be merged with the Serials File.
Wash. U. Libs.	Central Serials Record - active and non-active. Tickler file - Active only. This file is used to claim or renew serials for those titles not available on standing order.
Wellesley C.	Kardex: active serials regularly received more frequently than once a year. Check-in card includes call no., location of current numbers, record of receipt of issues including date received, record of receipt of indexes, claims record, whether or not a volume binds, goes in pamphlet files, or is replaced by microfilm. Invoice card - publisher, source, frequency, cost, record of payments. Serial Check List: active serials published annually or less frequently, monographic series, titles received on microfilm. Check-in card includes call no., special instructions (i.e. "Anals.", etc.), record of receipt including date latest volume received, and claims record. Invoice card - publisher, source, cost, record of payments.

3. List the files that contain serial check-in and claiming information. Indicate whether file includes active serials only or both currently published and dead and what type of record is maintained in each file. Please supply sample records. (See cover letter). (continued)

Wisc., U.

Visible index card file containing all active serials. Periodicals check in by volume, number and date of issue. Serials checked in by date and identity number with date received shown.

Yale U.

Three files contain serial check-in and claiming information. (a) One file, the Serial Record, contains records for purchased titles only. All subscriptions and standing orders are recorded in this file. Issues are checked in only if received two times a year or less frequently or are in monographic series. It is a kardex file and contains only current files.

(b) Issues of titles received three times a year or more frequently, whether received by purchase, gift, exchange or P1480, are checked in and claimed in the Periodical Room. This file is also a Kardex file and contains only current titles. Completed volumes are sent to the Serials Division to be added to holding cards which are reproduced for the Public Catalog.

(c) The third file is the Serial Catalog. It is in card form and is the official catalog for serials. It includes both current and dead titles. Check-in records are maintained in this file for titles received two times a year or less frequently. Claims initiated from this file are sent to Acquisitions Department for preparation for mailing.

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions:

		Graduate Librarian	Para-professional	Clerical	Student	Department
Akron-Summit Co. P.	Receiving		6	6		
	Check-in		6	16		
	Claiming		15			
Arizona, U.	Receiving			15		Serials
	Check-in		60		10	Serials
	Claiming		15		1	Serials
Arkansas State U.	Receiving			5	5	Periodicals
	Check-in			10	20	Periodicals
	Claiming			5		Periodicals
Boston U.	Receiving			4.5		
	Check-in			10		
	Claiming			35		
British Col., U.		No figures supplied				
Brooklyn P.	Receiving			40		
	Check-in			30		
	Claiming			15		

Hours shown are valid for Technical Services staff; branch hours not available.

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Bucks Co. Free L.	Receiving			15		
	Check-in			15		
	Claiming			2		
Buffalo & Erie Co. P.	Receiving	1		5		Serials
	Check-in			75		Serials
	Claiming	1.5		40		Serials
		No figures available for time spent in public service departments.				
Calif. State L.	Receiving			18		Periodical Unit, Acquisitions
Area 1: Periodicals & Newspapers	Check-in			24		
	Claiming		3	4		"
Area 2: Continuations (annuals, proceedings of societies, Monographic series)	Receiving		.5	1		Continuation Unit, Acquisitions
	Check-in		12.5	20		
	Claiming		3	3		"
Calif., U., Berkeley	Receiving			20		Serials Dept., Periodical Div.
	Check-in		220			
	Claiming	20	54	7		"
		Hours are estimates; supervisory time not included.				
Calif., U., Los Angeles	Receiving				30	Serials
	Check-in				102	Serials
	Claiming			40	22	Serials

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Case-West, Reserve U. LSL	Receiving		10			
	Check-in				10	
	Claiming				5	
Catholic U., LSL	Receiving	3	2			
	Check-in	1	1			
	Claiming	1	1			
		Figure for Claiming an average; some weeks there are no claims				
Chicago P.		No figures supplied				
Chicago, U.	Receiving				10	Serials
	Check-in			192.5	25	Serials
	Claiming			70	10	Serials
Cleveland P.	Receiving			10		Order/Serials
	Check-in			168		"
	Claiming			30		"
Colo., U., Libs. Boulder	Receiving		7.5		20	Serials
	Check-in		75-100			Serials
	Claiming		10		5	Serials

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Colo., U., Denver	Receiving		20	10	10	
	Check-in	10	20			
	Claiming	5	10			
Cornell U.	Receiving			5*	20	Serials
	Check-in			100		Serials
	Claiming			35		
		*Increases to 25 hours per week during intersession periods				
Dallas P.	Receiving		10	15		
	Check-in		20	20		
	Claiming	20*	10	5		
		*Problem cases only				
Detroit P.		120 hours of clerical time in Book Selection Department; 20 hours of professional time for supervision; figures not available for 30 branches and 10 subject departments.				
Flint P.		No figures supplied				
Fla. Tech. U.	Receiving		6	9	10	Serials
	Check-in		5	10	12	Serials
	Claiming		9	17	1	Serials

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Georgia, U.	Receiving			10		Mail Room
	Check-in			80		Periodicals
	Claiming			30		Periodicals
Great Falls C.		All of these jobs done by one person				
Harvard	Receiving			18		
	Check-in			45		
	Claiming			15		
Hawaii, U.	Receiving			15		Mail Room
	Check-in		148			Serials
	Claiming		50			Serials
Hennepin Co. L.	Receiving			2		
	Check-in			13		
	Claiming			2		
Idaho, U.		No hourly figures supplied				
Ill. State L.	Receiving			ca. 10		
	Check-in		ca. 40			
	Claiming			irregular		

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Ill., U., Chicago Circle	Receiving				15	Serials
	Check-in			40		Serials
	Claiming			25		Serials
Ill., U., Urbana	Receiving			75	15	Serials*
	Check-in			160		Serials
	Claiming			55	15	Serials
		*Includes mail room operations which is part of Serials Department				
Ind. U. NW	Receiving			3		
	Check-in	1		9		
	Claiming	1		1		
Iowa, U.	Receiving				20	
	Check-in		80			
	Claiming		20		3	
Jacksonville P.	Receiving	5				
	Check-in				15	
	Claiming	1				
Kansas, U. Libs.		No figures supplied				

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Ky., U. Libs	Receiving		8 (book mail)		10-15 (magazine mail)	
	Check-in		200			
	Claiming					
		Check-in and Claiming are done as one operation along with other functions relating to the serials file (invoice paying, verifying renewals, notifying Catalog Dept. of changes, etc.)				
LC		No figures supplied				
Lincoln P.	Receiving			3		
	Check-in		6	6		Reference
	Claiming		0.4	0.75		Reference
		Information for Technical Process Dept. cannot be supplied since serial publication acquisition records are not isolated from other purchase records for books.				
Loyola U. Libs.	Receiving			5		
	Check-in			15		
	Claiming			5		
Maryland, U.	Receiving				18	
	Check-in		10	60		
	Claiming		10	14		
		Hours given are for Serials Department staff only. Other staff members at branch libraries and in reading rooms also check-in and claim.				

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Michigan State L.		No hours supplied; work is done in Order Department				
Michigan, U.	Receiving			50	25	
	Check-in			125	10	
	Claiming		6		20	
Mpls. P & Info., Ctr. L.	Receiving			12		Order
	Check-in			23		Order
	Claiming			10		Order
Miss. State U.	Receiving			15	5	Acquisitions
	Check-in		20	29	3	"
	Claiming	3	5	8		"
Miss., U.	Receiving		3	3	3	Serials
	Check-in		5	2	7	Serials
	Claiming		4	8	7	Serials
Missouri, U.	Receiving			200*		Preparations
	Check-in					
	Claiming			40**		Acquisitions

*Receiving and Check-in, 5 clerks, full-time; **1 clerk, full-time

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Mont. State U., Bozeman	Receiving			1.5	5	
	Check-in			30		
	Claiming			8.5		
Nashville & Davidson Co.	Receiving			36		Order
	Check-in			9		Order
	Claiming			7		Order
Nevada, U.	Receiving		10		30-40	Serials/Order
	Check-in		15		20	Serials
	Claiming		5		20	Serials
Newark P.	Receiving			2.5		Order
	Check-in			25		Periodical
	Claiming *			12.5		Acquisitions
		*Non receipt and mutilated				
N.C. Central U.	Receiving	4		4	3	
	Check-in	5		3		
	Claiming			12		

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Northwestern Conn. Comm. C.	Receiving			1		
	Check-in			1		
	Claiming			0.2		
Northwestern U.	Receiving			5		Serial
	Check-in			75	25	Serial
	Claiming			40	5	Serial
Okla. State U.	Receiving	1		7-8		
	Check-in	2		13-15		
	Claiming	8		5-6		
Ore. State L.	Receiving			1*		
	Check-in			3.5*		
	Claiming			1*		

*Though not specified in response, it is assumed that figure represents staff assigned

Ore., U.	Receiving			12		
	Check-in			69		
	Claiming	3		19	5	
Pa. State U.	Receiving			5		Acquisitions
	Check-in	4		3*		Periodicals
	Claiming	2				Periodicals

*Continuations in the Acquisitions Department

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Pa., U.	Receiving	1		46	1	
	Check-in			74	2	
	Claiming	2		42		
Portland Lib. Assn.	Receiving			7.5		Periodicals
				1.5		Order
				0.5		Social Science
				1	2	L & H
				12		Ed & Docs
	Check-in			18		Periodicals
				10.5		Order
		5				Social Science
		5		4		L & H
		3		4		Ed & Docs
	Claiming			6		Periodicals
		0.5		2		Order
		0.5				Social Science
		1				L & H
		0.5				Ed & Docs
Portland P.	Receiving		9			
	Check-in		9			
	Claiming		1			

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Princeton U.	Receiving			20*		
	Check-in			100-150**		
	Claiming			40-80***		
		*2 people, 2 hrs. per day; 1-2 hrs. per day		**10 people, 2-3 hrs. per day;		***8 people
Queens C.	Receiving			7		Serials
	Check-in			10		Serials
	Claiming			1		Serials
Ramapo Catskill Lib. Syst.	Receiving			0.5		Business Dept.
	Check-in			1.75		Business Dept.
	Claiming			.25		Business Dept.
Rochester, U.	Receiving			12		Serials
	Check-in			45		Serials
	Claiming	2		25		Serials
St. Paul P.	Receiving			10		
	Check-in			8		
	Claiming			3		
San Francisco P.		No figures supplied				

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Saskatchewan, U.	Receiving			25		
	Check-in			109	10	
	Claiming			56		
Seattle P.	Receiving			6		Serials
	Check-in			32		Serials
	Claiming			5		Serials
Simpson C.	Receiving			1.7	2.5*	Serials
	Check-in	1**			2.5*	Serials
	Claiming				1.5*	

*Pages; **as needed to cover absences

S.D. State U.	Receiving			7		Periodical
				2.5		Branch Library
				5		Acquisitions
	Check-in			25		Periodical
				6		Branch Library
				20		Acquisitions
	Claiming			8		Periodical
				1.5		Branch Library
				10		Acquisitions

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Stanford U. Libs.	Receiving			20	16	
	Check-in			80		
	Claiming			50	20	
SUNY, Old Westbury	Receiving			5		
	Check-in			8		
	Claiming*			8 (approx.)		
		*Time spent on claiming varies; currently updating neglected records				
Sweet Briar C.	Receiving				7	
	Check-in		33			
	Claiming		2			
Sycracuse U.	Receiving			23	3	
	Check-in	2	5	120	2	
	Claiming	2	5	78	2	
Tampa-Hillsborough Co. P.	Receiving			15		
	Check-in			30		
	Claiming			5		

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Texas, U. Austin	Receiving			40		
	Check-in	40*		160		
	Claiming		40			

*Supervisor of Central Serials Record Unit, Records Section is a graduate librarian who works 40 hours per week

Texas, U., Dallas	Receiving			15		
	Check-in			10		
	Claiming			2		
Toronto, U.	Receiving			5*		Serials
	Check-in	1		7*		Serials
	Claiming			2*		Serials

*Though not specified in response, it is assumed that figure represents staff assigned

Tulsa City Co.	Receiving			9		Acquisitions
	Check-in			20		Acquisitions
	Claiming			3		Acquisitions
UN	Receiving			15		
	Check-in			127		
	Claiming			13		

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Utah, U.	Receiving			10	14	Mail Room
	Check-in			60		Serials
	Claiming			15		Serials
Vermont, U.	Receiving			8		Serial Acquisitions
	Check-in			7	5	
	Claiming			4* 5**		"
		*4 hours: missing issues; **5 hours unfulfilled subscriptions				
Virginia, U.	Receiving		.30	8.30		
	Check-in	5	2	85	20	
	Claiming	3	10	10	19	
Wash. State L.	Receiving			10		
	Check-in			25		
	Claiming			5		
Wash. U. Libs.	Receiving			10-12		Administrative
	Check-in			5		Serials
	Claiming		37.5	45		Serials

4. Indicate the number of hours (not the number of persons) per week, the level and the department of staff members engaged in the following functions: (continued)

		Graduate Librarian	Para-professional	Clerical	Student	Department
Wellesley C.	Receiving			6		Serials
	Check-in			9		Serials
	Claiming			2		Serials
Wisc., U.	Receiving	3*	21	20		Shipping Room
	Check-in		190			Serial Acquisitions
	Claiming		60			"

*Chinese, Japanese serials only

Yale U.	Receiving			56		Acquisitions
					2.5	Periodical Rm.
	Check-in			56		Acquisitions
			15			Periodical Rm.
				112		Serials Div.
	Claiming		*	*		Acquisitions
		2	11			Periodical Rm.
				1-2		Serials Div.

*Exact time in Acquisitions on this operation unknown

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify.

	Yes	No	Please specify
Akron-Summit Co. P.	X		Monographs, microforms are not checked-in in serials department. Documents are, in accordance with library's definition of serial Accordingly many documents are not checked in as serials.
Arizona, U.	X		Newspapers; Monographs in series receive Author-Title slips.
Arkansas State U.	X		From monographs in series; not documents, except documents checked as serials, but not periodicals. If a periodical, all are checked-in at central point regardless of form or source; thus gov't. docs. as periodicals are checked-in, but other serial items are checked-in in the same manner, but in the Gov't. Docs. area.
Boston U.		X	
Brooklyn P.	X		Periodicals, memberships, services are checked in the receiving agency, all Standing Orders and Continuations are checked in the Technical Services Center.
Bucks Co. Free L.	X		See #3.
Buffalo & Erie Co. P.	X		Periodicals checked-in in one Kardex, non-periodical Serials in another, microforms in a third, and Government documents in a fourth. Different persons in the Dept. handle different types of materials. In addition, all Depts. receive some periodicals directly from the publishers and do their own checking-in. All claims are handled centrally. Some publications which are clearly periodical in nature are checked-in in the Serials Kardex because of cataloging treatment necessary or because a given publisher will not send items to more than one address in a single institution.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Calif. State L.	X		Different types of check-in cards are used.
Calif., U., Berkeley	X		Newspapers are received sorted, check-in claimed (original paper edition & microfilm) by Newspaper and Microcopy Division of Serials Department. Docuemtns Department receives, sorts, claims, checks-in, document serials. East Asiatic Library receives, sorts, checks-in, claims serials in Chinese, Japanese, Korean. Periodical Division of Serials Department processes all other serials.
Calif., U., Los Angeles		X	
Case-West. Reserve U. LSL		X	
Catholic U., LSL	X		Some annuals and other documents are catalogued and are entered in either the checklist or shelflist files - example Bowker annual, CBI, American Library directory, American book trade directory, etc.
Chicago P.	X		Monographs in series checked in simply through the card catalog.
Chicago, U.	X		Newspapers which are not cataloged, are not checked in because they are replaced by microfilm. Periodicals are recorded on a temporary record until a volume is bound, at which time, they are recorded on the permanent holdings card. The call number is not written on the periodicals because they are shelved by title.
Cleveland P.	X		Periodical check-in files are housed in visible file equipment; all others in 3 x 5 drawer files.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Colo., U., Libs. Boulder	X		Newspaper issues are not recorded as received; everything else is as uniform as possible.
Colo., U., Denver	X		Periodicals are kept with more complete records than newspapers. Microforms are cataloged and handled as monographs.
Cornell U.		X	
Dallas P.	X		Periodicals and microforms (except cassettes) are checked in and sent to the respective divisions. Vertical file serials are done as periodicals are done. Cassettes and book serials are cataloged and go through technical preparation before being sent to divisions.
Detroit P.	X		Periodicals are checked in by date, volume and issue. Other serials by author title, series title or whatever is distinctive.
Fla. Tech. U.	X		Monographs in series are recorded by volume number and also by individual title and author. See item #8, "Checking-in," for description of checking-in of periodicals and newspapers.
Georgia, U.	X		Newspapers are not checked-in. Periodicals are checked-in in visible file units. Serials are checked-in directly in serials catalog. Microforms are checked-in directly in serials catalog. Documents are checked-in in visible file in Documents area.
Great Falls C.	X		Monographs & Documents are cataloged in the circulation section of the library.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Harvard	X		Newspapers: receipt of individual issues is not recorded when the originals will be rejected or replaced by microfilm. Monographs in series: methods of marking vols. vary depending on cataloging treatment.
Hawaii, U.		X	
Hennepin Co. L.	X		Microforms done by Acquisitions Department. Documents done by Documents Department.
Idaho, U.	X		See #3. One clerk checks-in periodicals and newspapers and claims, another checks-in serials and claims, and a third maintains invoices and other correspondence.
Ill. State L.	X		Have different files for: Periodicals, Newspapers, Microfilms. But out-of-state documents periodical frequency publications are checked in on the same file as Periodicals.
Ill., U., Chicago Circle	X		Newspapers are not checked-in, but are only sorted and shelved.
Ill., U., Urbana	X		Newspapers are checked in the Newspaper Library; there is a form card in the Central Serial Record indicating the holding records are in the Newspaper Library. Monographic series, microforms, yearbooks, transactions, etc. are recorded in the Serial Acquisitions Division since they usually are received with a bill. After the item is processed the information is given to the Serial Records Division which posts it in the Central Serial Record.
Ind. U. NW	X		Newspapers and periodicals are checked in on the Kardex. Microfilm is simply added to the Holdings cards.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Iowa, U.		X	
Jacksonville P.		X	
Ky., U. Libs	X		Newspapers and documents are not checked-in. All numbered publications are checked in on the appropriate checking card. Routing procedures and destinations, of course, vary for different types of materials. Record of unnumbered continuations are kept in our payment record file.
LC	X		Newspapers not checked in; handled by the Serial Division, a custodial and public service unit in Reference Dept.
Lincoln P.	X		Periodicals, newspapers, journals and most microforms are checked in on the periodicals Kardex. Monographs, annuals and most documents are ordered through the Technical Processes Department and checked in there.
Loyola U. Libs.	X		All serials are checked-in in the same manner, only documents are processed and kept as a separate collection.
Maryland, U.	X		Newspapers and documents are not checked in in the Serials Dept.
Michigan State L.	X		Documents which are periodicals are checked in at another branch and not controlled from the central order unit. Monographs in series are sent to cataloging with all other monographs. Microforms for periodicals are checked in at Periodicals Desk, also sent to the Serials librarian for addition to the shelf list and catalog cards. Microforms for monographic material are cataloged and classified as with other monographs.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Michigan, U.	X		Newspapers are received directly at their destinations and are recorded there only. Periodicals are checked-in in the Kardex file and recorded in Check List after they are bound. Analyzed serials, or monographic series classed separately, are recorded in the Check List.
Mpls. P & Info. Ctr. L.	X		Daily newspapers are not checked in at the Order Dept. Generally they all go to the same department where they are checked in. This is to expedite their receipt in the department where they are housed. More elaborate checking-in is done for quarterlies and annuals. For monthlies and weeklies, we indicate the date the issue was received. For monthlies & quarterlies not only do we cite the date the issue was received, but also its volume, number, and issue (e.g. summer, fall, winter, spring, etc.)
Miss. State U.	X		Periodicals and newspapers checked in Kardex, Classified Serials checked in Serials Holdings Catalog.
Miss., U.			Generally handled the same. Documents not handled. Unnumbered series are checked in by author/title. Everything that is checked in is checked in on cardineer cards; the only variation would be for clarity in a confusing situation. Serials are routed differently from periodicals. They are sent on to be cataloged while unbound periodicals are kept in the department, and not cataloged until bound.
Missouri, U.	X	X	They're not treated differently but handled by different people. Three clerks sort and check-in only periodicals, 1 clerk checks in added vols. to unanalyzed serials other

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Missouri, U.			then periodicals, 1 checks in added vols. to analyzed series. Documents are handled by the Documents librarian. Cataloged docs. are in the serials record. Those given only the Supt. of Docs. number are in a separate documents file in Documents Office.
Mont. State U., Bozeman	X		Newspapers are not checked in but simply sorted and put out on the racks.
Nashville & Davidson Co.	X		Serials and newspapers same. Gov. Doc. handled by Bus. Ref.
Nevada, U.	X		Periodicals and newspapers are checked in a Kardex. Monographs are checked in by volume, number or date on holdings cards kept in the Central Serials File. Document holdings are maintained by the Government Publications Department. Microform holdings are consistent with the type of material they represent.
Newark P.	X		Periodicals and newspapers checked in Periodical Acquisitions. Other continuations recorded in Order Dept. on Standing Order cards or Continuations envelopes.
N.C. Central U.	X		Documents.
Northwestern Conn. Comm. C.		X	
Northwestern U.			Newspapers are manually checked in the newspaper room. Monographic series are checked in on-line in the order department. Documents received as part of depository arrangements are checked in the Government Publications Department.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Okla. State U.		X	
Ore. State L.	X		Only periodicals and newspapers are checked in in the Serials Section. Monographs, Annuals, yearbooks are handled in the catalog section.
Ore., U.	X		As mentioned, newspapers are checked in in a separate room. The 220 titles get no call number and are shelved according to main entry in special section. New are bound.
Pa. State U.	X		Kardex file used for periodicals and newspapers. Separate Kardex for continuations.
Pa., U.	X		Periodicals and newspapers are in a separate alphabet from other serials. Payment reocrds for serials are usually included on the same check card as the volume while in periodicals a separate bill record card is kept.
Portland Lib. Assn.	X		Variations are usually reflected in the type of form which is used. Newspapers are checked in by the date of the paper received instead of the date received; no volume number is indicated; entry is under name of the city. Periodicals are usually entered by volume number and/or date. Entries requiring listing by title require a different form and are handled by dept. other than the Periodical Department.
Portland P.		X	
Princeton U.	X		Newspapers and documents are checked in separately.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Queens C.	X		Monographs may be catalogued. Govt. docs. go to Documents Librarian first, then serials. Microforms treated like newspapers and most periodicals.
Ramapo Catskill Lib. Syst.	X		Items other than periodicals and newspapers are catalogued and processed.
Rochester, U.	X		For monographic series, the volume/number, author, title, imprint date and date received are recorded. For periodicals, the issue number and date received are recorded. Daily newspapers are not checked in.
St. Paul P.	X		Some periodicals (e.g., Horizon) are catalogued.
Saskatchewan, U.		X	All types of serials are kept in the kardex in one alphabetical sequence with the exception of newspapers which are checked in by a part-time student assistant in the Serials Reading Room on kardex cards kept in one tray.
Seattle P.	X		1. Periodicals & microforms are posted in the serials division and sent to subject departments. 2. Newspapers are taken to Newspaper Room and posted there. 3. Monographs in series and continuations are checked in with specific information noted about the piece, e.g. title, edition, and sent to the catalog department. 4. Documents are often checked in by the documents division.
Simpson C.	X		Most monographic series are ordered through acquistions dept., cataloged & classified with no entry in serial records. Serials are cataloged but not classified.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
S.D. State U.	X		Monographs in series are given their own entry in computer records.
Stanford U. Libs.	X		Some current papers are checked in at the current periodicals desk in the Main reading room. Govt. documents are checked in at Govt. Doc. Dept.
SUNY, Old Westbury		X	
Sweet Briar C.	X		Entered in card drawer and bill paid by bookkeeper.
Syracuse U.	X		See 3 above. Also, documents and periodicals are generally processed without immediate cataloging whereas serials continuations are sent to cataloging before being made available.
Tampa-Hillsborough Co. P.		X	
Texas, U., Austin	X		Daily newspapers are not checked in as a rule (tho some are). Central Serials Record includes state documents but not Federal, UN or international agency publications.
Toronto, U.	X		For series which are classed separately, each item is recorded by author and title. Titles catalogued as serials are recorded by number and date.
Tulsa City Co.		X	Except that Kardex check in forms vary.
UN	X		All serials are checked in in a Kardex file except newspapers which are recorded by date on a 3 x 5 card. Depending on type of serial, checking in is by issue no., date, or title (for monographic series). Several types of printed overslips are used for this purpose.

5. Is separate treatment given to distinctive types of serials, e.g., are periodicals or newspapers checked-in differently from monographs in series, microforms, documents, etc.? Yes No Please specify. (continued)

	Yes	No	Please specify
Utah, U.		X	
Vermont, U.	X		1) Some monographs checked in by number & title. 2) Quarterlies, monthlies & annuals checked in by date rec'd. 3) Weeklies checked in only sometimes by date rec'd.
Virginia, U.	X		Periodicals & newspapers are checked in on Periodicals Kardex. Serials, continuations & microfilm are checked in on Serials Kardex.
Wash. State L.	X		Periodicals, newspapers & newspapers on microfilm are checked in on separate files. Documents are handled by another section. Monographs in series are handled by Serials Section & by Acquisition Section, depending upon who placed the order. Periodicals are unclassified. Classified serials are checked-in either by Serials or by Acquisitions.
Wash. U. Libs.		X	
Wellesley C.		X	
Wisc., U.	X		Visible index card file containing all active serials. Periodicals checked in by volume, number and date of issue. Serials checked in by date and identity number with date received shown.
Yale U.	X		U.S. government publications are checked-in and shelved by Supt. of Docs. number in the Documents Room. There are special check in cards for monographic series and microforms in both the Serial Record and Serial Catalog.

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Akron-Summit Co. P.	check in and a note saying current issue only		have no files for deferred decision or latest edition
Arizona, U.	same as permanent	no file	same
Arkansas State U.	same as those to be bound and retained		
Boston U.	no difference except that it is noted on permenent cards	no difference	no difference except noted on permanent cards
Brooklyn P.	master file of serials in each receiving agency is the basis for actions with respect to holding decisions.		
Bucks Co. Free L.	check-in card	no file	information not recorded
Buffalo & Erie Co. P.	Kardex record; public catalog says "current issue only"	Kardex record; public catalog says "Unbound periodical in X dept."	Kardex record Public catalog updated yearly
Calif. State L.	decisions are made at time records are set up for new title.		
Calif., U., Berkeley	usual entering card with note, "Current Issues Only"	usual entering card with note "Deferred cataloging"	usual card with note "Current Issues Only"
Calif., U., Los Angeles	same receipt records kept for current year only, but only current year claimed	receipt records maintained and missing issues claimed	receipt records and latest edition claimed
Case West. Reserve U. LSL	yes, as well as all those discontinued or dead		

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Chicago P.	such records are the same as standard, but with notation explaining status		
Chicago, U.	temporary checking record	temporary checking record	Periodical: temporary checking record. Serial: full cataloging with permanent holdings record
Cleveland P.	controlled by agencies	file in Order Dept. materials sent to agencies	call number or forwarding instruction indicates, "Latest only"
Colo., U., Libs. Boulder	same as others if paid for, directive to location if a gift	none	same as other
Colo., U., Denver	title entry only with note	no entry	complete description with note
Cornell U.	Kardex record with Current issues only note added	separate alphabetical file maintained for titles not retained and titles withdrawn from collection	regular Kardex record with Latest edition, Latest year(s) note added
Dallas P.	no different	no different	only difference is that do not keep accession record
Fla. Tech. U.	noted on Visible File	noted on Visible File	noted on Visible file
Georgia U.	regular check-in records	regular check-in records	regular check-in records
Great Falls C.	same type is used in all situations		

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Harvard	VR base, no check-in record	only kept for monograph series. Special card is made for S-cd file indicating that next vol. rec'd should be sent to book selector for final decision	VR base is annotated
Hawaii, U.	regular check-in card with special notation on history card	if not cataloged, notation on temporary card. Otherwise, special notation on history card	regular check-in card with special notation on history card
Hennepin Co. L.	does not apply		
Idaho, U.	mostly not	decision file	normally not discarded, but a record is kept when they are
Ill. State L.	all records kept on one card		
Ill., U., Chicago Circle	record of current issue checked-in and previous edition withdrawn		same as "current issues only"
Ill., U., Urbana	current checking records file	temporary record	holdings card in the central serial record
Ind. U. NW	standard check-in	none	standard check-in
Iowa, U.	Kardex with note. Complete cataloging in Serials Catalog with note.	information card in Kardex	complete records with note

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Jacksonville P.	same as others, only with note	same as others, only with note	same as others, only with note
Ky., U. Libs.	regular check-in record with notes on the permanent record cards	same	same
LC	same type of record, but entries are prepared by para-professionals	same	n.a.
Lincoln P.	typed list to note receipt	none, until decision is made	full check-in record, notation that specific period only to be held
Loyola U. Libs.	Kardex with note	same	same
Maryland, U.	regular check-in record or card instructing where to send	have no category by this name	regular check-in. Instructions re latest edition kept in shelf list on holdings card.
Michigan State L.	same as for permanent retention	same	same
Michigan, U.	title cataloged, issues recorded fully; no withdrawal records		same
Mpls. P & Info. Ctr. L.	no different records maintained in Order Dept. on this basis		
Miss. State U.	Kardex	sample file	Kardex

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Miss., U.	no records kept	same as regular subscription	same as regular subscription
Missouri, U.	information on check-in card		information on holding card
Mont. State U., Bozeman	regular check-in records maintained with note that current only kept	regular check-in records are not made	regular check-in records maintained with a note that latest edition or latest year only kept
Nashville & Davidson Co.	title card only	title card only	title card only
Nevada, U.	Kardex	none	notation on main entry card
Newark P.	departmental or agency Kardex		union catalog record
N.C. Central U.	only keep records of serials which are intended to be part of the permanent collection.		
Northwestern Conn. Comm. C.	don't keep any records for over transom items. If keep appearing then become deferred decisions items	entered if of sufficient quality	noted on entry card and on permanent computer file
Northwestern U.	some computer; some in a "decision" file	same	all computer record
Okla. State U.	same check-in as permanent retention	same	same

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Ore. State L.	filed into binders and old are discarded. Same type of check-in card. On it is indicated length of time issues are kept	same type of check-in card. On it is indicated length of time the issues are kept	same type of check-in card. On it is indicated length of time the issues are kept
Ore., U.	For holdings of any live serials (except those cataloged as separates) the c-cat says "For holdings see Serials Checking File." Patrons may enter the area where we maintain the 25 cabinets of Kardex trays of cards. On the SCF cards appear the notations about "current yr. only," etc. The c-cat does however, have the notes "Latest edition Reference Div." or "Latest vol. Soc. Sci." etc.		
Pa. State L.	Kardex record		
Pa., U.	regular check card kept if buy, otherwise a notation of location	none	regular check card kept if buy, otherwise a notation of location
Portland Lib. Assn.	same records as for permanent holdings, with notation	same, with notation	same, with notation
Portland P.	Kardex records with order for discarding	keep until reevaluate the collection	Kardex will indicate current year or current copy only
Princeton U.	flat file	same	same
Queens C.	Kardex	none	Kardex
Ramapo Catskill Lib. Syst.	note is written on the check-in card	same	same

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Rochester, U.	regular Kardex with note that only current issues are retained and that issues are discarded after x months etc.	no record	regular Kardex
St. Paul P.	same	same	same
Saskatchewan, U.	note on Kardex	sample file	note on Kardex
Seattle P.	maintain usual check-in records	maintain sample file and post the issues in this file until the subject dept. makes decision about the title	maintain usual check-in records
Simpson C.	Demco form 33-551	no record	Demco form 33-551
S.D. State U.	same as for other items	note on check-in card	note on check-in card
Stanford U. Libs.	same check-in record used if on subscription, otherwise not recorded	same	same
SUNY, Old Westbury	note on check-in card		note on check-in card
Sweet Briar C.		keep at check-in desk	Kardex
Syracuse	(see 3 above)		
Tampa-Hillsborough Co. P.	same	same	same

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Texas, U., Austin	standard check-in; shelving location and public catalog indicate "current only"	no record kept	standard check-in; shelving location will return earlier ed. for withdrawal through Catalog Dept.
Texas, U., Dallas	temporary check-in		
Toronto, U.	full records kept for all titles for which have subscriptions regardless of disposition	same	
Tulsa City Co.	same except that retention decision is noted on Kardex	same	same
UN	same checking record; retention given on the card	n.a.	same checking record; retention given on the card
Utah, U.	complete check-in records by year, volume no., issue no., and date received. Complete bibliog. desc. is also kept.	not done	same as current issues only
Vermont, U.	information maintained by other depts., Catalog, Bindery, Periodicals		
Virginia, U.	standard check-in with note	put on sample shelf	standard check-in with note

6. Indicate if and what type of check-in records are maintained when:

	Current Issues only kept	Deferred decision	Latest edition, last year(s) only kept
Wash. State L.	regular check-in	nothing until added to collection	regular check-in
Wash. U. Libs.	same as other check-in records		same as other check-in records
Wellesley C.	regular check-in records with note, "Library keeps latest issue only."	if Kardex, not catalogued until decision made	For SCL: "Library keeps latest edition only." For Kardex: "Library keeps current year only."
Wisc., U.	same periodical check-in record. notation re: current nos. only kept		same serial record. notation re: Latest ed. only retained
Yale U.	standard check-in	standard check-in	not used

7. Does the check-in record also serve as the permanent holdings record?

	Yes	No	Comments
Akron-Summit Co. P.		X	
Arizona, U.		X	
Arkansas State U.		X	Shelflist and computer print-out record permanent holdings.
Boston U.		X	
Brooklyn P.	X		
Bucks Co. Free L.	X		
Buffalo & Erie Co. P.		X	
Calif. State L.	X	X	Yes - For continuations (Area 2). No - For Area 1, periodicals, newspapers. The check-in cards are closed off and filed in the dead file. The permanent holdings record is the Shelf List File.
Calif., U., Berkeley		X	Permanent record is in Central Serials Record File/Loan Shelflist. Holdings are on check-in record for Main Library serials until title ceases or continuation order is cancelled.
Calif., U., Los Angeles		X	
Case-West. Reserve U., LSL	X		

7. Does the check-in record also serve as the permanent holdings record? (continued)

	Yes	No	Comments
Catholic U., LSL		X	The check-in record is for current issues only-once the volume is bound, it is accessioned and volume is entered in the checklist or other permanent records.
Chicago P.	X		A union list of serials holdings (not updated) is being generated for the Central Library.
Chicago, U.	X		
Cleveland P.		X	
Colo., U., Libs., Boulder	X		
Colo., U., Denver	X		
Cornell U.		X	
Dallas P.	X		
Detroit P.		X	In some cases.
Fla. Tech. U.	X		
Georgia, U.			Yes - Serials No - Periodicals
Great Falls C.	X		
Harvard		X	See 3: I:A above.
Hawaii, U.		X	Permanent history on history card.
Hennepin Co. L.		X	

7. Does the check-in record also serve as the permanent holdings record? (continued)

	Yes	No	Comments
Idaho, U.	X		
Ill. State L.	X		
Ill., U., Chicago Circle	X		
Ill., U., Urbana		X	
Ind. U. NW		X	
Iowa, U.		X	
Jacksonville P.		X	
Ky., U. Libs.	X		
LC	X		
Lincoln P.	X	X(TPD)	
Loyola U. Libs.		X	
Maryland, U.		X	
Michigan State L.	X		In part.
Michigan, U.	X		
Mpls. P & Info. Ctr. L.		X	
Miss. State U.		X	
Miss., U.		X	
Missouri, U.	X		

7. Does the check-in record also serve as the permanent holdings record? (continued)

	Yes	No	Comments
Mont. State U., Bozeman		X	
Nashville & Davidson Co.		X	
Nevada, U.	X		Serials.
Newark P.		X	
N.C. Central U.		X	
Northwestern Conn. Comm. C.	X		Information is also put on computer.
Northwestern U.	X		
Okla. State U.		X	
Ore. State L.	X		
Ore., U.	X		Serves as the only official holdings record till the title dies. Then all entries are transferred to the closed-entry catalog card.
Pa. State U.	X		
Pa., U.		X	
Portland Lib. Assn.	X		Sometimes (see #3).
Portland P.	X		
Princeton U.		X	
Queens C.		X	

7. Does the check-in record also serve as the permanent holdings record? (continued)

	Yes	No	Comments
Ramapo Catskill Lib. Syst.		X	
Rochester, U.		X	
St. Paul P.		X	
Saskatchewan, U.		X	
Seattle P.		X	
Simpson C.		X	
S.D. State U.		X	
Stanford U. Libs.	X		
SUNY, Old Westbury	X		
Sweet Briar C.	X		Also periodicals catalogue and shelflist.
Syracuse U.		X	
Tampa-Hillsborough Co. P.	X		
Texas, U., Austin		X	(Will January 1976)
Texas, U., Dallas	X	X	For periodicals which the library does not catalog, the Kardex serves as the permanent record. For other serials (annuals, memoirs, proceedings, etc.) the Kardex serves only as a record of receipt of an issue. The shelflist is the permanent holdings record for cataloged serials.

7. Does the check-in record also serve as the permanent holdings record? (continued)

	Yes	No	Comments
Toronto, U.		X	
Tulsa City Co.		X	
UN		X	
Utah, U.		X	
Vermont, U.		X	
Virginia, U.		X	
Wash. State L.	X		
Wash. U. Libs.	X		
Wellesley C.		X	
Wisc., U.		X	Permanent history on basic card.
Yale U.	X	X	Yes - Serial catalog. No - Acquisition Department and Periodical Room.

7a. How are cancellations recorded?

Akron-Summit Co. P.	Recorded on check-in card and moved to inactive file.
Arizona, U.	Holdings closed on shelflist; Revo card removed from file.
Arkansas State U.	According to A-A Cat. Rules. And termination shown on computer print-out of holdings which are available to staff & patrons.
Boston U.	On the upper holdings card, a note is written concerning when it was cancelled, by whom, and effective date. There is also a separate file for copies of cancellation letters.
Brooklyn P.	Marked cancelled, with date and copy of cancellation instruction.
Bucks Co. Free L.	On check-in card.
Buffalo & Erie Co. P.	Note typed on payment card and card is flagged (color coded) to indicate no longer received. Check-in card pulled.
Calif. State L.	Cancellations are noted with date on the check-in records. Withdrawn from the active file and filed in the Dead file. The main catalog cards are closed off. The Periodical shelf list is also closed off by the Periodical Unit.
Calif., U., Berkeley	Permanent record is in Central Serials Record file/Loan Shelflist. Holdings are in check-in record for Main Library serials until title ceases of continuation order is cancelled.
Calif., U., Los Angeles	Effective date of cancellation and date of cancellation are noted on verso of visible file record which is retired.
Case-West. Reserve U. LSL	Purple tag is placed on the card containing periodical's title.
Catholic U., LSL	Note on Kardex - ceased pub. and date, letter received notifying us, etc. Other records are also changed like cataloging, bindery files.

7a. How are cancellations recorded? (continued)

Chicago P.	Up to the decision of the agency involved.
Chicago, U.	Notation "Cancelled, and date" written on last holdings card. Order is stamped "Cancelled" and filed in cancellation file.
Cleveland P.	Order or payment cards are noted, "cancelled" and removed to inactive file.
Colo., U., Libs. Boulder	Notation on receipt record.
Colo., U., Denver	In main office on inventory statistics.
Cornell U.	Cancelled notation with date recorded on record in order file (arr. by order no.) and on check-in record. Check-in record is removed from Kardex when last issue due is received and filed in retired Kardex record file.
Dallas P.	"Ceased" is written on check-in card and divisions are notified.
Detroit P.	Records are moved to discontinued file with information of cancellation typed across face of card.
Fla. Tech. U.	"cancelled" with the date of cancellation is written across top of check-in card in file. Cancelled titles retained in Visible File so permanent holdings record will be available.
Georgia, U.	All records are removed. Payment records are filed in cancelled file.
Great Falls C.	Recorded directly on check-in card and placed in the permanent holdings record.
Harvard	By noting the decision information on the s-cd.
Hennepin Co. L.	Check-in card pulled, notations made on holding records.

7a. How are cancellations recorded? (continued)

Idaho, U.	Cards removed to dead file. Cancellation noted on separate payment record file.
Ill. State L.	Treated as a dead title with a note put on the card and a plastic cover over the card.
Ill., U., Chicago Circle	Noted on check-in record.
Ill., U., Urbana	Noted on checking record and order records for both periodicals and continuations.
Ind. U. NW	The check-in is thrown away and a note saying who cancelled and when is pencilled on the holdings card copy in Periodicals.
Iowa, U.	Kardex filed in old file with appropriate notes added.
Jacksonville P.	Note on card.
Lincoln P.	Entry closed upon receipt of last issue.
Loyola U. Libs.	Note on Kardex card indicates date of cancellation. Cards pulled after a year and refiled in dead file.
Michigan State L.	Note on check-in card.
Michigan, U.	Noted on holding cards.
Mpls. P & Info. Ctr. L.	A notation "Do not renew" is made on the Kardex.
Miss. State U.	Marked in Kardex and filed in inactive file - classified titles will have the "receiving currently" marked through.
Miss., U.	Note on card stating when and why cancellation is made. Card pulled and filed separately when all issues have be bound.
Missouri, U.	On the pay card.

7a. How are cancellations recorded? (continued)

Mont. State U., Bozeman	By a note on the serials checklist and the business record for each serial.
Nevada, U.	Notation on holdings card and in Order Department files.
Newark P.	As only currently received items are recorded, Kardex card in Per. Acquisitions or records in Order Dept. would be marked cancelled and removed to dead file. However, in the Union Kardex, the card would be marked cancelled but retained as holding record.
N.C. Central U.	Cancellations are noted on Kardex cards.
Northwestern Conn. Comm. C.	If by cancellations, is meant serials that have died, "died" is written on check-in form which is removed to dead periodicals file and noted on computer.
Northwestern U.	Notation made in the computer record to the effect subscription or standing order is cancelled.
Okla. State U.	Note stating the cancellation on business card in Kardex, and the check-in card in the continuation file. Note gives effective date of the cancellation, date of letter to the vendor, area librarian's name and date that he/she requested cancellation.
Ore. State L.	A note is added to the card indicating this. The note is placed with the source information and with the check-in area.
Ore., U.	All titles which die, change, or get cancelled are stamped with a "ceased" stamp on Serials Checking File card for administrative purposes. Business card is also noted with "cancelled" and date of letter to publisher. Cat. card does not indicate that we cancelled; lists only the last inventory.
Pa. State U.	Kardex file.
Pa., U.	A note of date of cancellation is put on check card and bill record. A carbon of the cancellation is filed chronologically.

7a. How are cancellations recorded? (continued)

Portland Lib. Assn.	Practice varies with the purpose of the file. Usually a notation is made and the card removed.
Ramapo Catskill Lib. Syst.	Noted on check-in card
St. Paul P.	Note on Kardex: "Ceased publication" or "Cancelled."
Saskatchewan, U.	Kardex card removed, relevant information is put on it and it is filed in the Dead File. Note is also made on the payment card so that no more payments are made.
Seattle P.	Recorded on all records in the serials division. The closed cards are kept in a "morgue" file.
S.D. State U.	Noted on check-in card which is then sent to Cataloging Dept. for their records and card is then filed in the closed standing order drawer.
Stanford U. Libs.	"Cancelled" written on record & card retained in file.
SUNY, Old Westbury	Note added to check-in card.
Sweet Briar C.	Write on Kardex.
Syracuse U.	On kardex card and on order, as well as on public periodical printout.
Texas, U., Austin	Kardex returned to Dead File; branch library notified.
Texas, U., Dallas	Information is written on the Kardex record.
Toronto, U.	Notation made on record and it is transferred to dead file.
UN	Card is removed.

7a. How are cancellations recorded? (continued)

Utah, U.	Kardex card marked "Cancelled" with a date. When the last issue is received, the card is pulled and put into dead file. Holdings in computerized Public Serials List are then closed.
Vermont, U.	File of kdx & payment record maintained for cancelled/ceased titles in Serial Acquisitions, periodical adder (Bindery Preparation Dept.) notates official periodical shelf list & public cat. cd. for cancellation.
Virginia, U.	Cancellation information is recorded on this source card, where subscription payment is recorded. No cards are removed from Kardex until credit is received or all issues paid for are received. Cards filed in retired file.
Wash. State L.	Payment record marked cancelled as is the check-in card.
Wash. U. Libs.	"CANCELLED AT END OF (vol. or year)" typed on check-in record.
Wellesley C.	Current Serial Check List/Kardex records and their invoice cards pulled, annotated & filed. Catalog cards closed in pencil.
Yale U.	Records are removed from Serial Record in Acquisitions Dept. Indication of continuation order is lined out on Serial Catalog record.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming.

Akron-Summit Co. P.	Receiving	Average of 10 bags of mail on Monday and 3-5 on weekdays is received. Mail sorted as to first class, magazines, newspapers and serials (union papers, government publications, college publications) and junk mail.
	Checking-in	Newspapers first, listed by title. Then magazines. Mainly filed by title. Then serials, filed by issuing agency.
	Claiming	Try to catch missing issues as the check-in is done each day. Divisions and Branches notify them of non-receipt and the files are traced. Most complaints sent to agent, but subscriptions ordered direct are claimed from the publisher.
Arizona, U.	Receiving	Shipping clerks open all mail sorting periodicals into six alphabetical groupings.
	Checking-in	Alphabetical group for one of six revofiles is roughly alphabetized and entered by volume and number and date. Call number is added to piece and property stamped.
	Claiming	Noted as entering new pieces - immediately claimed by postcard. Systematic checks of Revofiles for unanswered claims, annuals and missed claims.
Arkansas State U.	Receiving	By mail; sorted in receiving area.
	Checking-in	Daily; commonly in mid-morning; rec'd titles alphabeted before checking in; then property stamped and sent to current (open) periodical shelves; serials that are cataloged sent to Catalog Department.
	Claiming	Usually through jobber (Faxon); if not through U.S.B.E. If not received by customary date, claim sent at once.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming.

Boston U.	Receiving	Mail is placed on a table, it is opened, wrappers or envelopes are saved (in case of a problem) and is placed in alphabetical entry order.
	Checking-in	Depending on its frequency, the holdings cards may be different. Normally items are checked in by volume & number, or number, or month. After physical items have been checked in they are stickered and forwarded to appropriate destination.
	Claiming	The kardex is gone through continuously and checked for non-receipt of issues. Letters written to dealers or publishers asking to supply.
Brooklyn P.	Receiving	Serial items received at the Technical Services Center are checked against our files for purchase authorization, then forwarded according to instructions to the agency direct, or to Cataloging for processing.
	Checking-in	No answer.
	Claiming	Periodical claims are initiated by the ordering agency, follow-ups processed at TSC, when necessary. All other serial claims initiated and processed at TSC.
Bucks Co. Free L.	Receiving	Most publications are received by mail and sorted as to the type of publications they are and by the dept. to which they are routed.
	Checking-in	Each publication received is noted on its individual check-in card as to the date received and the volume and issue numbers.
	Claiming	Done by letter or phone. Most periodicals obtained through a subscription service and claims for these are phoned in to them, usually several at a time. Federal documents are claimed with GPO form 3451.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Buffalo & Erie Co. P.	Receiving	Mail received in Shipping dept., sorted. Items for Serials, Subscription Division, Documents Division sent to Serials Division, there it is quick sorted again by what Kardex it is to be entered into.
	Checking-in	Periodicals: Individual items are matched with the proper check-in record, entered and sent to public service areas. Serials: Depending on the work load and priority, items are matched with the proper Kardex, entered and sent for cataloging or held to await completion of shipment and receipt of invoice.
	Claiming	For both Periodicals and Serials, skipped items are claimed immediately. Titles which have stopped coming entirely are claimed when noticed or when the clerk thinks they are late. A Claim Card is produced for each title to be claimed by the department which does the original check-in procedure. A form letter is sent for the missing item.
Calif. State L.	Receiving	Area 1 - periodicals & newspapers: Sorted alpha by period and by newspaper. Area 2 - continuations: Sort alpha by title.
	Checking-in	Area 1 - periodicals & newspapers: Checked in and forwarded to either stacks or other sections. Area 2- continuations: Check in & prepared for either cataloging or as an addition to titles which are already cataloged.
	Claiming	Area 1 - periodicals & newspapers: When issue rec'd and previous missing, notation made and claiming done later on in that day. Periodically, the file is checked title by title. Area 2 - continuations: On a continuing basis from A to Z.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Calif., U., Berkeley	Receiving	Mail delivery twice each weekday, opened and sorted into rough alphabetical groupings in marked bins, by clerks (students).
	Checking-in	Library Assistants (I & II) take above groups from their assigned section of alphabet, further sort/alphabetize, match with entering cards, identify if from right source, record by date/volume/number with date of receipt, file-mark entry, stamp shelving location along spine if unbound or write on verso of t.p. if bound.
	Claiming	Same Library Assistants review their assigned sections of Serial File for issue not received in regular pattern, also note skipped issues during entering process; shelving units and bibliographers initiate some claims for lost items or announced volumes or irregular serial, etc. All outgoing claims typed by Sr. Typist/Clerk, follow-up file maintained. Outgoing claims replies, related correspondence noted on verso of entering cards.
Calif., U., Los Angeles	Receiving	Mail delivery made to Serials Dept. twice a day. Students open and sort material in alphabetical order by entry into unit containing twenty 17" x 14" size sections resting on large counter. All wrappers kept with material until receipt recorded. When multiple titles received in one package, abbreviated source of receipt lightly pencilled on each piece.
	Checking-in	Students identify and record receipt of material. Complete entry and location to which material is routed is pencilled on each issue. Processed material is automatically date stamped which also identifies the item as property of the Library. Processed material is distributed to various locations for pick-up and shelving.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Calif., U., Los Angeles	Claiming	Designated colored tabs indicating publication frequency are attached to each visible file record and are used as the initial guide for an established claiming program. (Further information on all three functions in Appendix number 1).
Case-West. Reserve U. LSL	Receiving	Items marked "Received" and placed in periodical file.
	Checking-in	Items received are marked with a check on the card in the Kardex.
	Claiming	Verify in Kardex that periodical was received, next circulation files are checked, cl. slip is filled out which is sent to vendor or jobber.
Catholic U., LSL	Receiving	Mail delivered twice daily. Stamp location on periodicals.
	Checking-in	Checked in at Kardex in reading room where current periodicals are shelved.
	Claiming	Claims made at check-in time or during yearly or semi-yearly review.
Chicago P.	Receiving	All subscriptions addressed to the department for whom subscription is destined so that subscriptions are delivered directly via US Mail.
	Checking-in	Up to the decision of the agency involved.
	Claiming	Claim form is filled out and sent to Serials Dept.; Serials Dept. coordinates claims and sends them to publisher with name and address of agency to receive missing issue; when issue received, agency sends copy of claim to Serials Dept., which then receipts the original claim.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Chicago, U.	Receiving	Mail is opened in Printing and Shipping and delivered unsorted to Serials. A student, preferably one who has worked elsewhere in the department, sorts it according to catalog entry. Distribution is in eight parts of the alphabet.
	Checking-in	Periodicals - Vol., no., year are recorded on a temporary card; month and year of receipt also recorded; location of material is written on the upper right hand corner of the piece; main entry is indicated; material stamped for ownership and edge-marked. Serials - recorded on permanent holdings card; call no. is written on verso of title page when volumes are bound - on the upper left hand corner of cover when volumes are unbound; main entry is indicated; volumes are counted as added volumes, ownership stamped and edge-marked. Bound volumes sent to Binding & Labeling; unbounds to stacks or departments.
	Claiming	Each recorder is responsible for entire recording and claiming operation in the section. Missing issues or volumes are claimed immediately. Departments and reading rooms request claiming. Monthlies are read six times a year, quarterlies three times, annuals and irregulars twice; such titles being color-coded for frequency.
Cleveland P.	Receiving	Mail sent to Order Dept. from O.D. shipping room, with labels inserted in materials; serials clerks sort for individual files; distribution once daily.
	Checking-in	Each check-in card is marked with date or check mark for periodicals, serials check-in varies according to "numbering" - some titles have priority agency distribution or special routing instructions.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Cleveland P.	Claiming	Files are read monthly to file claims (most to subscription agency); library agencies also send claims for processing.
Colo., U., Libs. Boulder	Receiving	1st class mail is sorted by library assistants. 2nd class mail is sorted by 2 students alphabetically into bins.
	Checking-in	Library assistants remove the serials from the bin and record the receipt information on the kardex card.
	Claiming	Library assistants note missing issues as others are recorded as well as read the file on an ongoing basis. Claiming is done if deemed reasonable according to receipt or payments records.
Colo., U., Denver	Receiving	Delivered once daily by mail boy. Morning used for receiving and sorting.
	Checking-in	Kardex and coded serial file.
	Claiming	Claim through jobber and tech. service.
Cornell U.		See Appendix number 2.
Dallas P.	Receiving	Because of address used, periodicals and book serials are automatically separated. Periodicals are unwrapped and sorted alphabetically. Books are unwrapped and placed on book truck for checking in.
	Checking-in	For periodicals the number of the issue is recorded with date received. Subject location is pencilled in upper right corner. Books checked in on Kardex by date of book, including the edition number, and the date the book is received is noted. A preparation slip with call no. and location of book, along with

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Dallas P.	Checking-in	accession record for Central Library books, go with the book to the technical preparation area.
	Claiming	A card or letter (or adjustment request for EBSCO titles) is sent out and date of claim, along with number of the issue being cleared, is noted on Serial Claim Report.
Detroit P.	Claiming	First follow-up on domestic subscriptions is sent by department or branch; second and subsequent follow-ups sent from Book Selection.
Fla. Tech. U.	Receiving	Mailing labels checked to be sure publications belong there; publications are sorted in "rough" alphabetical order; stamped with ownership and date received; publications are counted for statistical purposes.
	Checking-in	Periodicals are recorded by volume and issue number under the appropriate date on check-in card with date received noted. Newspapers are checked in using check mark under date of issue on the check-in card.
	Claiming	Clerk when recording the current serials, makes a claim note if a prior issue is missing with claiming action following later. All titles in file are checked quarterly for missing issues. Then claims are made. A follow up of these claims is continued semi-monthly using a tickler file. Claims are made directly to publisher or through subscription agencies.
Georgia, U.	Receiving	Incoming material sorted by mail room. Serials separated from periodicals. Non-book material separated.
	Checking-in	Periodical staff checks in periodicals; serial staff checks in serials; non-book staff checks in microforms.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Great Falls C.	Checking-in	LC number is placed in upper left corner with volume and number in right hand corner. Volume number is entered on card.
	Claiming	Form card is sent to publisher. A "c" is placed on check-in card as well as the date claim sent. This is erased when missing issue is received.
Harvard	Receiving	Mail received at work station, separate from work check-in point. Wrappers inserted. Mail sorted alphabetically by title, tied into bundles and delivered to check-in point.
	Checking-in	Pieces entered on checklists (except newspapers as indicated in 5 above). Every piece is marked with a delta (" Δ ") to show that it has been entered on the serial records. Non-monographic serials are stamped with date and library's name and marked with call no. The format of marking the call no. indicates the location of current issues (e.g. a hatchet mark (" # ") following call no. indicates periodical room stacks). Depending on the cataloging treatment monographs in series receive different marks and instruction slips.
	Claiming	At check-in time. Regular review. Claim cards matched with proper address cards and photocopies. Photo sent to vendor and claim card filed with other claims sent out same month, to be reviewed at 3 month intervals. If claims to be sent out a 3rd time, the information is transferred to preprinted form letters in appropriate languages. Claims to Spanish and Portuguese speaking areas of the world are handled by preprinted form letter from the very beginning.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Hawaii, U.	Receiving	Initial broad sort done in the library mailroom. Fine sort done by Kardex checkers assigned specific blocks of letters. Bound and unbound materials received on separate receiving shelves arranged alphabetically.
	Checking-in	Kardex checkers shelflist on check-in record. Holdings on history card updated if necessary and flexowriter tape print out record also updated if necessary. The latter information will be edited into our magnetic tape record when we reach that capability. Each unbound piece is labeled, dated, property stamped and sent to the appropriate collection. A bound piece is labeled on the inside back cover and sent to Marking and Mending Unit for processing.
	Claiming	Each Kardex checker claims upon request or if a gap is noticed during checking-in of title. Record by record reading of active titles is currently being conducted and we plan to implement a regular check claim for non-receipts based on their frequency. Non-receipt of new orders are claimed after 2 or 3 months using color backing as aids.
Hennepin Co. L.	Receiving	Separated from rest of mail, sent to check-in desk, stamped with date received.
	Checking-in	Issue date and date received entered on Remington Rand check-in cards, directions for processing are attached and issues sent on for processing.
	Claiming	Files checked weekly, issues claimed when 3 issue periods overdue. Postcard or letter sent, an appropriate follow-up letter if no response in 2 months.
Idaho, U.	Receiving	Mail is sorted centrally, delivered to periodical or serial section, and unwrapped there.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Idaho, U.	Checking-in	Use Kardex files. Items checked in as received. Periodicals stamped with date. Missing issues which show up are claimed. In the case of serials, call number is added to cover or spine.
	Claiming	Claiming is done as missing issues show up in check-in procedure. Otherwise the clerk checks the complete file either once every three months, or on a continuous basis.
Ill. State L.	Receiving	Mail brought to Serials by Shipping room personnel. Sorted, and periodicals to be checked in are separated into two piles (1st half and 2nd half of alphabets) and arranged in alphabetical order.
	Checking-in	Check in by title, volume and number are recorded on card, date stamp put on piece, call no. put on piece (if there is one). Put piece on sorting truck.
	Claiming	Claim form letter sent with the title, missing issues typed in, copy made for file and put "e" in slot for claimed issues.
Ill., U., Chicago Circle	Receiving	Newspapers are opened, date stamped, counted and sent to shelves. Rest of material is opened. Wrapper or label is inserted in piece for identification. Material is sorted alphabetically by title.
	Checking-in	Alphabetized material is taken to the record and entered on the check-in card by date of piece using the volume and issue number. Date of receipt is recorded and piece is date stamped and marked to indicate where it will be shelved.
	Claiming	Items needing claiming are identified in two ways: during checking-in process missing issues are noted; each card on the record is reviewed for lapsed subscriptions or

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Ill., U., Chicago Circle	Claiming	unfulfilled orders. Claims are made on form postcards or on agency forms. All material ordered through an agency is claimed from that agent.
Ill., U., Urbana	Receiving	Received in the Mail Room and sorted alphabetically by title; given to checker handling that part of alphabet, for periodical frequency. Continuation frequency (annuals, proceedings, transactions, etc.) are also received in the mail room and delivered to the Serial Continuation area, handled by Serial Acquisition Division.
	Checking-in	Periodicals: 4 checkers handle various sections of the alphabet. Each issue is recorded on proper check-in card with call no. and location and then forwarded to the Library requesting the subscription. Continuation frequency: Bibliographic information is placed on the order record along with payment information and material is forwarded to marking and then to location by the Marking Section.
	Claiming	Claiming is done on standard claim form, claim number and date along with item claimed is noted on checking card.
Ind. U. NW	Receiving	Library secretary sorts mail by department.
	Checking-in	Periodicals clerk date-stamps front and TP (or Index page), checks appropriate box on checking, sends issue to be shelved, bound, or reviewed by Acquisitions.
	Claiming	Title, latest issue, and date received is reported to subscription agency - or appropriate publisher.
Iowa, U.	Receiving	Mail opened, envelope inserted in piece; pieces batch filed by alphabet and placed on trucks.
	Checking-in	Stacks from receiving checked into Kardex directly.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Iowa, U.	Claiming	Request claiming - Kardex pulled by all users and claim typed by one person. Automatic - Kardex files pulled and records analyzed by claimer. A copy of the claim is filed in the Kardex.
Jacksonville P.	Receiving	Remove from mail and separate by department.
	Checking-in	Register on Remington Rand 4 x 6 file of monthly, weekly, and daily cards.
	Claiming	Correspond with jobber who is legally responsible.
Ky., U. Libs.	Receiving, Checking-in, Claiming. See procedures for University of Kentucky in Committee archives, American Library Association Headquarters, Chicago.	
LC	Receiving	In E&G: incoming material sorted into monographs and serials; serial issues reviewed for acknowledgment; accession-stamped; transmitted for recording in Serial Record and/or other processing.
	Checking-in	Serial Record: issues sorted to first letter of probable entry; first search by checker, 90 percent found and checked in; subsequent searching locates 7 percent more for checking.
	Claiming	E&G date for claiming received from Serial Record, reference specialists and other users, surveys by E&G specialists and other staff; data are incorporated into standard form request letters or special draft letters as situation requires.
Lincoln P.	Receiving	Mail sorted for in-house distribution. Serials directed to periodicals area or Technical Processes Department.
		TPD: Serial publications are processed in the same way as book materials in terms of receiving, check-in, and claims for missing or defective items. Since serials

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Lincoln P.	Receiving	are not separated from book materials it would require a manual to answer this question.
	Checking-in	Periodicals, newspapers and journals are checked-in in the periodicals Kardex by issue date and/or issue number and then stamped with date received and possession stamp.
	Claiming	Periodicals: once a month all periodical entries for paid subscriptions are reviewed by clerk-typist for missing and/or late issues. The list of titles to be claimed is given to a professional librarian for review. A decision is then made whether or not to claim for each title.
Loyola U. Libs.	Receiving	Mail opened by receiving clerk and placed on a truck to the Serials section. No sorting done at this time.
	Checking-in	Serials arranged alphabetically, then checked into Kardex file.
	Claiming	Claiming takes place when a gap occurs at the time of checking in the Kardex; also a systematic reading of the Kardex is done every three months.
Maryland, U.	Receiving	Serial mail is fetched from main receiving office, opened and sorted alphabetically by main entry by student assistants.
	Checking-in	Six staff members are regularly assigned a given section of the alphabet and it is their responsibility to clear their shelves every day. Unidentified material is handled by a para-professional.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Maryland, U.	Claiming	Check-in crew claim missing issues noted when checking in. Reading rooms and branch libraries are responsible for systematic survey of their kardexes. Systematic survey of Serials Department kardex going on all the time, but it takes about a year to get around.
Michigan State L.	Receiving	Mail received in Order Unit, sorted into two alphabetical piles. Checked in manually in alpha. check-in file, stamped for ownership and routed to proper departments.
	Checking-in	Check marks, issue numbers, or dates of publication are used on check-in cards; dates received are not usually shown unless received late.
	Claiming	Send claim card, letter, or notify vendor, depending on length of time not received.
Michigan, U.	Receiving	Initial sorting done outside department. Mail is further sorted by the recorders in the Serials Division.
	Checking-in	Three full time recorders record in separate sections of the alphabet. A fourth recorder checks-in documents. Part time specialists record Slavic and other non-Roman language titles. Kardex titles are recorded first. Mailing labels are kept with the item until after it has been recorded. Cataloging search slips inserted in items needing analytics or classed separately cataloging.
	Claiming	Claims are initiated by the receiving unit. If the title is received directly in a branch library, that library claims issues directly from the vendor/publisher involved. If the title is received at the Check List (central record) the claims are forwarded to it and processed from there.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Mpls. P & Info. Ctr. L.	Receiving	Divide into "Periodicals" and "Continuations". Arrange Periodicals alphabetically. Wrappers kept until after check-in.
	Checking-in	Entered on card with date received. Destination determined. If to be cataloged, call no. and special processing instructions indicated and it is forwarded to Catalog Department.
	Claiming	Non-receipt determined, claim letter or post card sent to publishing agent, or vendor.
Miss. State U.	Receiving	Mail opened, sorted by periodicals (unclassified) and serials (classified). Periodicals assistant arranges periodicals in alphabetical order. Serials route to Serials.
	Checking-in	Periodicals checked in Kardex by volume number, stamped with owner-ship showing date received. Classified items have call number written in upper left corner.
	Claiming	As an issue is checked, note for missing issue is made and at this time a claim slip is written, from which typist sends form, post card or letter.
Miss., U.	Receiving	See Appendix no.3.
Missouri, U.	Receiving	Periodical mail brought to Prep. Department from Receiving Room. Three clerks open and sort. Other serials opened by clerk in Acquisition Department and sent to Preparation.
	Checking-in	Periodicals clerks check in periodicals. Serials clerks check in non-periodical serials.
	Claiming	Periodicals clerks claim msg. issues in current volumes; other claims made by clerk in Acquisition Department.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Mont. State U., Bozeman	Receiving	Address checked. Wrapper inserted in piece. Serials alphabetized.
	Checking-in	Volume and/or number and/or date and date received recorded on serials-check-list card. Call number written on serial or on card inserted in serial.
	Claiming	Claim made at check-in and by systematic review. Monthlies checked once a month, quarterlies every three months, annuals and irregulars checked once a year. Stacks checked before claim sent.
Nashville & Davidson Co.	Receiving	Same person receives all mail and sorts.
	Checking-in	Same person checks in periodicals and places on reading racks. Different person checks in newspapers and places on stick.
	Claiming	Same person makes all claims for all periodicals and newspapers. Different department handles Government Documents and claims for same.
Nevada, U.	Receiving	Serials are either delivered direct or come through Order Department. Periodicals and newspapers are separated from other serials.
	Checking-in	Periodicals and newspapers are checked into the Kardex, other Serials are entered in the Central Serials File.
	Claiming	Done on a regular basis by reading the Kardex records or immediately if something is obviously delinquent.
Newark P.	Receiving	All fourth class mail sorted by Order Department. Magazines and periodicals bear "Periodical Librarian" and Order Department items "Order Dept." as part of requested address stencil to facilitate sorting.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Newark P.	Checking-in	See preceding answers
N.C. Central U.	Receiving	Mail delivered to receiving room and dispatched to the Serials Department.
	Checking-in	Materials are arranged in alphabetical order and checked in on proper cards in the Kardex file. Serials stamped and shelved.
Northwestern Conn. Comm. C.	Receiving	Periodicals are stamped with date of receipt and Library in upper left corner of cover and 1st page. Arranged alphabetically.
	Checking-in	(See Appendix number 4)
	Claiming	(See Appendix number 4)
Northwestern U.	Receiving	Mail forwarded from mail room; envelopes opened and inserted in pieces; books ads pulled as well as certain classes of material which are not checked, as for example, business and tax services.
	Checking-in	Terminal operator takes box of opened mail, searches file and calls up on terminal screen record appropriate for the title; records receipt of piece by altering volume holding field and dispatches piece into collection.
	Claiming	Claims are generated automatically by computer for lapsed and "action date" flagged records; operator calls claims for single missing issues as checking.
Okla. State U.	Receiving	Mail sorted and opened. Stacked alphabetically (roughly). Documents mail placed on their book truck, unopened. Periodicals alphabetized for check-in. Continuations done later.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Okla. State U.	Checking-in	Alphabetized stacks taken to kardex, checked-in, area written in upper left-hand corner, date stamped, and placed on area pick up shelves. Material not in Kardex is checked thru decision file, if not found, goes to snag file, where it is reviewed by Serials librarian. Continuations are opened, stacked on book truck and taken to continuation file. Checked-in, flagged, and usually sent to Cataloging. See also Appendix number 6.
	Claiming	(See Appendix number 6)
Ore. State L.	Receiving	Mail brought in on truck by mail clerk. Newspapers and periodicals separated and stacked alphabetically.
	Checking-in	Newspapers handled first, checked in, stamped, distributed. Periodicals checked in, stamped, taken to reference room for perusal by reference staff before being shelved.
	Claiming	1. Claims are made immediately as noticed when next issue arrives. 2. When invoices of jobbers received, all titles on invoice checked and claims made. 3. Periodically, all cards scanned for needed claims.
Ore., U.	Receiving	Two cubic yards of mail are received and opened partly by student assistants and some civil service clerks. Filed (with wrapper for address purposes) in large pigeon holes labelled A-B, C-D, etc. A 16-inch stack is extracted from pigeon hole and alphabetized by main entry as expected to be found in the main file. Usually the checkers (civil service) do this.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Ore., U.	Checking-in	Checker sits in front of Kardex file and finds correct card. In appropriate space the volume number and date received are entered. Checker then writes call no. on piece. A rubber stamp with date and ownership is later stamped on cover. If index rec'd loose it is kept back for binding. Checker may write notice to division to send "xx" volumes to Serials Bindery Section for binding.
	Claiming	When reasonably sure an issue is overdue, claim sent same day as decision made. In the "empty" square on SCF card a red pencil "C" is marked with the date of claim below it in pencil. SCF card, bus card, and a blank claim form are usually extracted immediately and later in day checker or student assistant types claim form letter. Re-claim will add a pencilled date under first date. If item received, pencil slash mark goes through the "C" and date of receipt is entered in the square.
Pa. State U.	Receiving	Clerk separates periodicals and newspapers from rest of library mail.
	Checking-in	Periodicals are entered by date or issue number in Kardex file.
	Claiming	A form letter sent for direct or jobber subscriptions. In some cases, adjustment request forms supplied by jobber are used.
Pa., U.	Receiving	Mail sorted in mail room and sent to Serials Department daily. Two clerks open and separate serials from periodicals and divide periodicals into the sections for which each clerk is responsible.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Pa., U.	Checking-in	Each clerk alphabets his section of the periodicals and enters issues on kardex file. He notes title-pages and indexes and marks destination on cover. Issues stamped with identification stamp and sorted by destination. Periodicals for Reference Department and main library delivered daily, for departmental libraries, once a week. Serials are roughly alphabeted and entered on kardex file. If there is a bill it is entered at same time. Call no. put on back of title page and source in the margin.
	Claiming	When checker notes missing issue, he puts signal in record or makes a note to claim. Once a week signals checked to see if material needs to be claimed. Also claim as the result of requests from Periodical Desk and departmental libraries. Serials claiming less systematic. Use standard claim form except use agent's form when appropriate.
Portland Lib. Assn.		(See Appendix number 7).
Portland P.	Receiving	Mail delivered to Periodicals Department where each issue is stamped with name of library and date received.
	Checking-in	Each serial is checked into the Kardex with date received written in pencil under proper month and a red signal moved to appropriate position.
	Claiming	Kardex is checked periodically to see if signals indicate late or missing periodicals. Faxon claim cards are sent to publisher if it has been ordered through the agency. Letters or postcards are sent to publisher if periodical is ordered directly from them.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Princeton U.	Receiving	Unopened mail is delivered from library mail room once a day. Mail is opened by two different people each day and sorted by main entry or format (newspapers and documents are separated out).
	Checking-in	Each person has a section of the alphabet. Pieces are checked in on various flat file cards, location is written on piece, and material stamped with property stamp.
	Claiming	When it comes to our attention that a piece is missing or the subscription has lapsed, send a green form to the supplier. We may be notified of the need for a claim by a user, a branch library, or in the file reading. Each flat file card is examined every three months.
Queens C.	Receiving	All mail opened by clerical person who is also in the Serials Department. She distributes to different departments.
	Checking-in	Stack in alphabetical order and check-in on Kardex, stamp with property stamp and shelve.
	Claiming	Kardex is checked regularly for serials which have not come and complaints are sent immediately.
Ramapo Catskill Lib. Syst.	Receiving	Removal from wrappers.
	Checking-in	Stamp received with date and initials of person checking in. On check-in card, note date of volume and number.
	Claiming	On a form letter, necessary claim information written.
Rochester, U.	Receiving	Mail is brought to the department from the Mail Room. The kardex supervisor does a preliminary check of addresses and sorts out anything not for the department.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Rochester, U.	Receiving	The mail clerk opens the packages, inserts the wrapper in the publication, stamps date received on cover and puts piece on shelves for kardex clerks.
	Checking-in	Check-in clerk finds correct kardex, records issue identification and date received then puts publication on outgoing mail shelves. Any problems are set aside for later attention. If no kardex found, piece given to kardex supervisor.
	Claiming	As check-in clerk enters mail, she notes claim candidates on a card. If publication is a weekly, she waits 8-10 days before claiming; otherwise claims depending on frequency of publication, source, and other factors. The second claim for domestic publications is made approximately two months after first; for foreign 3-4 months later. A third claim is made for domestic publications two months after the second. If claiming still unsuccessful, kardex is given to assistant department head who writes or telephones publisher or agent. Each kardex clerk cycles through her section of file periodically to look for claim candidates and each title is claimed at least once a year if there has been no activity.
St. Paul P.	Receiving	Sort - monthly, weekly, quarterly.
	Checking-in	Record in Kardex.
Saskatchewan, U.		(See Appendix number 8a)
Seattle P.	Receiving	All mail is delivered to service division. All except 1st class sorted and mail going elsewhere is forwarded. 1st class sorted by another section of Acquisition Department.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Seattle P.	Checking-in	Remaining receipts posted in service division by 2 clericals in check-in record, stamped, and sent to Catalog or other departments.
	Claiming	If item found to be lacking, card not refiled in Cardineer. After checking-in completed, claim forms typed for missing pieces and sent to supplier. Date of claim noted on check-in card in pencil and card refiled.
Simpson C.	Receiving	General secretary sorts all mail; sends serials to Serials Department; student pages open, stamp and alphabetize.
	Checking-in	Page checks in; sorts by Reference browsing rack, regular current rack; sends microfilm to cataloger for accessioning; shelves.
	Claiming	All records are in a 20-drawer Kardex. One drawer is searched each day and claims placed with agent or publisher. Kardex is thus run through every month. Copy of claim is placed with check-in card.
S.D. State U.	Receiving	Separate monographs from continuations.
	Checking-in	Periodical Department clerk manually enters issue received on check-in card and enters call number on individual issue. Acquisitions receiving clerk: Pulls correct computer payment and catalog card. Writes call number on catalog computer card; attaches invoice to payment card or indicates "no payment" and passes to key punch operator; if no computer cards write call number on paper for Cataloging Department.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

S.D. State U.	Claiming	Periodical clerk sends form to vendor indicating which title and issue is missing. Acquisition clerk sends letter to vendor immediately claiming volume when one is skipped. Computer printout is used to check and claim once or twice a year.
Stanford U. Libs.	Receiving	Open mail; save envelope; loose alpha sort by entry; check-in.
	Checking-in	Match title with card; record receipt on same; stamp date and location on piece; distribute pieces for delivery to destination.
	Claiming	Verify need for claim; send to source; file follow-up card in dated file; update record to show claim has been made.
SUNY, Old Westbury	Receiving	Periodicals sorted out, put in rough alphabetical order. Serials sent to Acquisitions.
	Checking-in	Volume and number recorded on check-in card and serials are stamped. For catalogued indexes the call number is written in lower left corner. Some bound serials are sent to cataloging for marking.
	Claiming	Small Kardex, one drawer per day is reviewed for claims. Review process is completed once each month. Faxon is notified or claims are sent direct. Small "c" with date of claim is indicated in blank spot on Kardex card.
Sweet Briar C.	Receiving	Mail opened, alphabetized, dated and embossed.
	Checking-in	Entered on Kardex.
	Claiming	By card or letter.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Syracuse U.	Receiving	Sort by type of material, and by department according to mailing label, open package, alphabetize by title.
	Checking-in	Date or number of issue recorded. Date received recorded.
	Claiming	Is immediate when missing issue is observed in check-in process. Is followed up 3 times at intervals of 4 weeks for domestic and 6 weeks for foreign. Kardex is reviewed as frequently as possible.
Tampa-Hillsborough Co. P.	Receiving	Materials delivered by mail room. Clerks sort and alphabetize titles.
	Checking-in	Record issue and date received. Watch for missing issues to claim. When volume complete, follow up on decision to bind, discard, etc.
	Claiming	Daily as check-in clerk notices missing issues. Monthly, as file read. Claim most through vendor; rest to publisher by claim form.
Texas, U., Austin	Receiving	Piece verified against order and invoice; material forwarded to Cataloging which prepares Kardex and Public Catalog record; invoice forwarded to Library Bookkeeper for payment.
	Checking-in	Addition to Kardex in Main Library Central Serials Record Unit; distribution to shelving location; call no. not written on piece at present (only location).
	Claiming	Forms filled out by checkers (or by branch librarians who send forms to Central Ser. Record). All mail sent to vendors and receipt of claimed material through Central Ser. Record Unit.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Texas, U., Dallas	Receiving	Received at central point and sorted by clerk from Serials. Periodicals separated from rest of mail. Mail sorted into categories.
	Checking-in	Clerk alphabetizes mail, sorts out items which are shelved in separate areas (newspapers, selected current periodicals, indexes and abstracts) checks in each issue and stamps with property. The first issue of new subscription, title changes and titles for which no record can be found put aside for examination and verification of entry.
	Claiming	Do not systematically go through records looking for missing issues. Note at time of check-in claim forms from subscription agencies used. The second and third copies filed by date, red flag is inserted in check-in record and notation of claim and date made. Three and six month follow-ups.
Toronto, U.	Receiving	Mail opened, wrappers put inside issues. Items sorted. Periodicals alphabetize by entry. Serials to be classed separately are separated out.
	Checking-in	Clerks record receipt of each issue in Kardex.
	Claiming	For each missing item a claim form is completed.
Tulsa City Co.	Receiving	1st class mail delivered to desk in Serials area. Clerk opens and sorts mail, setting aside titles which are to be checked in on Kardex. She opens each piece, retains mailing wrapper, puts in alphabetical order for check in. Parcel post is delivered to mail room and sorted by Kardex clerk. Same procedure is followed as for 1st class mail.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Tulsa City Co.	Checking-in	Clerk notes each issue on Kardex, and moves tabs to indicate issue received, writes volume and issue no. and call no., if any, on each issue. Notes non-receipt of any previous issues for later claiming. Sorts material into correct departmental group for shelving and property stamps.
	Claiming	Once a week clerk assembles missing issues notations and prepares claim forms. Claims direct from publisher. Notes on Kardex date item was claimed. Files letter by title in "outstanding claim" file. Checks this file periodically and sends second claim for titles not yet received. Writes claim letters for branches when notified on non-receipt by branch.
UN	Receiving	Delivered to central Library mailroom. Opened and roughly sorted by a clerk, several times a day if necessary.
	Checking-in	Each issue (volume) recorded on overslip, date stamped and sorted by destination.
	Claiming	Single missing issues claimed as checking-in done. Records read as time permits. Claim slips prepared and sent to either Serials order clerk or Gifts and Exchange clerk who prepares and mails claim letters.
Utah, U.	Receiving	Mail received and opened in mail room, rough-sorted by letter of the alphabet. Brought to check-in clerks in Serials Order Division for processing.
	Checking-in	Serials checked in by year, volume and issue number, and date received. Main entry is hooked on the publication for easy filing and its destination is written on the front cover. Publication is then property stamped, counted and distributed. Call number written on publication.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Utah, U.	Claiming	When an issue of a publication arrives and the previous one is seen to be missing, a claim is generated to the agent or publisher from whom we ordered the serial. The Kardex files are also checked on an on-going basis to catch items which need claiming. Public Service Librarians also bring problems to their attention.
Vermont, U.	Receiving	Received in Shipping/Receiving Department. Sorted. In Serial Acquisition materials opened, sorted, (periodicals, other serials) and periodicals are alphabetized for check-in. Certain items, i.e., college catalogs, out-of-print publishers catalogs go directly to various library departments.
	Checking-in	Periodicals and monographs separately checked in but in same Kdx.
	Claiming	Check-in person alerts serials assistant who checks current shelves. Postcard or letter typed by serials assistant and sent directly to publisher.
Virginia, U.	Receiving	Mail is received once a day and is usually opened by clerical staff. Mail for individuals and special destinations are sorted out for redelivering. As publications are opened, the mail wrapper is always inserted inside the issue, and publications are stacked on the Kardex files for the checkers. Stacks are alphabetically grouped. Mailing labels are not discarded until the publications are checked off. Serials and continuations are held on shelf then processed.
	Checking-in	Look for title in the Kardex. Record volume no. and/or the issue no. under the proper date on card. Write call no. on the publication. Stamp the publication and send to proper destination. Prepare gap slips for issues to be claimed. Prepare routing slips or bindery slips for completed volumes.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Virginia, U.	Claiming	Claims unreceived issues from systematic check of the Kardex, any list sent from departmental libraries, as well as gap slips placed in gap slip box. Record claim information on source card. Record responses for claims on source card. Check with each department library on a monthly basis and report on progress of previous claims.
Wash. State L.	Receiving	Initial sort by Mail Room. Check-in clerk separates newspapers from periodicals. Newspapers fine sorted alphabetically by town. Periodicals sorted by cover title, or issuing body.
	Checking-in	Newspapers recorded by check mark. Periodicals recorded by volume no. and/or date; month and year issue received noted.
	Claiming	Check-in cards color coded by tabs. As issue is recorded, tab advanced according to printed schedule on check-in card. Claim title whose tabs have not been advanced.
Wash. U. Libs.	Receiving	Opened by Mail Service Staff who deliver to Serials - keeping labels. Serials Staff sorts into 1st letter.
	Checking-in	Alphabetized title recorded, indicating volume, number date of issue and date of receipt. Shelving location and date received stamped on issue.
	Claiming	A claim form is filled out at check-in time for any skipped issue. Records read routinely for lapsed subscriptions. Claims examined by Claims Assistant and claim mailed at that time or set up for a later date. Working copy of claim form set up for future attention.

8. Please describe briefly your procedure for each of the following functions: Receiving; Ch[illegible]g-in; Claiming. (continued)

Wellesley C.	Receiving	Mail brought to mail table in Serial Department; opened and sorted by one or two clerical assistants. Alphabetized.
	Checking-in	Kardex material added daily by clerical assistant. Serial Check List material added weekly by clerical assistant. Same assistant then stamps (Library name, date of receipt), marks and distributes pieces.
	Claiming	Claim clip made out when current issue checked in and gap is spotted. Slips acted upon once a week, i.e., current record re-checked, claim form or letter sent to agency or publisher, Kardex or Serial Check List marked in red to show claim sent and when, and duplicate slip filed in "Claims Outstanding File." When claim received, it is entered over record annotation in check-in and slip in outstanding file is dated and re-filed in "Claims Received File."
Wisc., U.	Receiving	Incoming serials brought from Shipping Room unwrapped. Periodicals separated from irregulars in Serials Acquisition, and date-stamped and given rough alphabetizing by entry. Then a strict alphabetizing.
	Checking-in	Periodicals entered on periodical overrider by volume, number, and date indicated on issue. Irregulars and serials entered on serial overrider by numbering system, date, and date received.
	Claiming	Single delinquent issues claimed as mail is being checked in. Routine claiming throughout the alphabet for titles which have not been received in the past six to eight months.

8. Please describe briefly your procedure for each of the following functions: Receiving; Checking-in; Claiming. (continued)

Yale U.	Receiving	The bulk of the serials received comes through the Acquisitions Department. Basically four categories of material are handled: 1. Titles which are in the Periodical Room are sorted out and sent there. 2. Purchased titles are checked in the Serial Record. 3. New titles: a card is made for the Serial Record and issues checked in. These titles are reviewed by selection officer before being sent for cataloging. 4. Other titles and purchased titles, after being checked in the Serial Record are sorted into alphabetical groups (A-B, C-E, etc.) and sent to Serials Division.
	Checking-in	Issues are in alphabetical groups when received in each section. Issues are arranged alphabetically before checking-in in the Periodical Room.
	Claiming	Missing issues are claimed as noticed in Acquisition Department, Serials Division, and Periodical Room. A systematic review to check for missing issues is made annually in Acquisition Department and Periodical Room.

9. What is the form of the entry in the check-in record? Main entry, Title, Title as it appears on the piece.

	Main entry	Title	Title as it appears on the piece	Comments
Akron-Summit Co. P.	X			With exceptions.
Arizona, U.	X			
Arkansas State U.	X	X		Main entry or title according to AACR.
Boston, U.	X			
Brooklyn P.	X			
Bucks Co. Free L.		X		
Buffalo & Erie Co. P.		X(some)	X(some) some also by issuing agency	
Calif. State L.	X			
Calif., U., Berkeley	X			
Calif., U., Los Angeles	X			
Case-West. Reserve U. LSL			X	
Catholic U., LSL		X		Usually periodical title or main title in case of annuals.
Chicago P.				Form of entry up to the decision of the agency involved.

9. What is the form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Chicago, U.	X			
Cleveland P.	X			Title - periodicals.
Colo., U., Libs. Boulder	X			
Colo., U., Denver		X		
Cornell U.	X			
Dallas P.	X	X		Main entry for book serials - title for periodicals.
Detroit P.		X		
Fla. Tech. U.		X		
Georgia, U.	X			
Great Falls C.			X	
Harvard				On the visible records, use the title as it appears on the piece, or the generic title followed by the main entry, or most recently, the corporate body given after the space-hyphen-space on the catalog card. The s-card file is arranged by cataloging main entry and the catalog entry is transcribed on the verso of the VR base.

9. What is the form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Hawaii, U.	X			
Hennepin Co. L.			X	
Idaho, U.	X	X		
Ill. State L.			X	
Ill., U., Chicago Circle	X			
Ill., U., Urbana	X			
Ind. U. NW				ULS, NUC, Indiana Union List of Serials, in that order.
Iowa, U.	X			
Jacksonville P.		X		
Ky., U. Libs.	X			
LC	X			
Lincoln P.	X (TPD)	X		
Loyola U. Libs.	X	X		Main entry - series, sets in parts, annuals. Title - periodicals.
Maryland, U.	X			
Michigan State L.	X		X	

9. What is the form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Michigan, U.	X			
Mpls. P & Info. Ctr. L.	X			
Miss. State U.	X			
Miss., U.	X		X (occasionally)	
Missouri, U.	X			
Mont. State U., Bozeman	X			
Nashville & Davidson Co.		X		
Nevada, U.	X			
Newark P.		X		
N.C. Central U.		X		
Northwestern Conn. Comm. C.			X	
Northwestern U.	X			
Okla. State U.	X			
Ore. State L.				Newsletters, bulletins, journals listed under association name. Under title when distinctive. New card made for change of title.

9. What is the form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Ore., U.	X			
Pa. State U.		X		
Pa., U.	X			
Portland Lib. Assn.				See Appendix number 7.
Portland P.		X		As in Ulrich.
Princeton U.	X			
Queens C.	X			
Ramapo Catskill Lib. Syst.			X	
Rochester, U.	X			
St. Paul P.			X	
Saskatchewan, U.	sometimes	X		
Seattle P.	X			
Simpson C.			X	
S.D. State U.	X			
Stanford U. Libs.	X	X		According to ULS,NST.
SUNY, Old Westbury	X			
Sweet Briar C.	X			

9. What is the form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Sycracuse U.	X	X	X	Main entry for documents and most serial continuations. Title for periodicals and newspapers. Title as on piece for periodicals and newspapers.
Tampa-Hillsborough Co. P.		X		As in Ulrich.
Texas, U., Austin	X			
Texas, U., Dallas	X			With cross-reference if it is not apparent on the piece.
Toronto, U.	X			
Tulsa City Co.	X			
UN		X		
Utah, U.	X			
Vermont, U.	X			
Virginia, U.	X			
Wash. State L.	X			
Wash. U. Libs.	X			

9. What is che form of the entry in the Check-in record? Main entry, Title, Title as it appears on the piece. (continued)

	Main entry	Title	Title as it appears on the piece	Comments
Wellesley C.				All records for one title have same entry. Use LC as authority for entry. If no LC, prefer title entry if possible. In case of generic term, enter under corporate body.
Wisc., U.	X			
Yale U.	X			

9. Do cataloging decisions (i.e. cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes, No.

	Yes	No	Comments
Akron-Summit Co. P.	X		
Arizona, U.	X	X	Yes - Set or separate. No - Analytics
Arkansas State U.	X		
Boston, U.	X		Most of the time.
Brooklyn P.	X		
Bucks Co. Free L.		X	Except for Federal document periodicals.
Buffalo & Erie Co. P.	X		
Calif. State L.	X		
Calif., U. Berkeley	X		
Calif., U., Los Angeles		X	
Case-West. Reserve U., LSL		X	
Catholic U., LSL	X		In a few instances.
Chicago P.		X	
Chicago, U.	X		
Cleveland P.	X		
Colo. U., Libs. Boulder	X		
Colo., U. Denver		X	

9. Do cataloging decisions (i.e. cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes, No. (continued)

	Yes	No	Comments
Cornell U.	X		Only on records for partially analyzed serials.
Dallas P.	X		
Detroit P.	X		
Fla. Tech. U.	X		
Georgia, U.	X		
Great Falls C.	X		
Harvard	X		
Hawaii, U.	X		
Hennepin Co. L.		X	
Idaho, U.	X		
Ill. State L.		X	
Ill., U., Chicago Circle	X		
Ill., U., Urbana	X		
Ind. U. NW		X	
Iowa, U.	X		
Jacksonville P.	X		
Ky., U. Libs.	X		

9. Do cataloging decisions (i.e. cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes, No. (continued)

	Yes	No	Comments
LC	X		
Lincoln P.	X	X(TPD)	
Loyola U. Libs.	X		
Maryland, U.	X		
Michigan State L.	X		
Michigan, U.	X		
Mpls. P & Info. Ctr. L.	X		
Miss. State U.	X		
Miss., U.	X		
Missouri, U.	X		
Mont. State U., Bozeman		X	With exceptions.
Nashville & Davidson Co.		X	
Nevada, U.	X		
Newark P.	X		
N.C. Central U.		X	
Northwestern Conn. Comm. C.		X	
Northwestern U.	X		
Okla. State U.	X		Sometimes.

9. Do cataloging decisions (i.e. cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes, No. (continued)

	Yes	No	Comments
Ore., U.	X		
Pa. State U.		X	
Pa., U.	X		
Portland Lib. Assn.			See Appendix number 7.
Portland P.	X		
Princeton U.	X		
Queens C.	X		
Ramapo Catskill Lib. Syst.		X	
Rochester, U.	X	X	Yes - Set or separates. No - Analytics and series decisions.
St. Paul P.	X		
Saskatchewan, U.	X		
Seattle P.	X		
Simpson C.		X	
S.D. State U.	X		
Stanford U. Libs.	X		
SUNY, Old Westbury	X		
Sweet Briar C.		X	
Syracuse U.	X		

9. Do cataloging decisions (i.e. cataloged as set or separates, analytics, etc.) appear in the check-in record? Yes, No. (continued)

	Yes	No	Comments
Tampa-Hillsborough Co. P.	X		
Texas, U., Austin	X		
Texas, U., Dallas		X	
Toronto, U.	X		
Tulsa City Co.	X		
UN	X		
Utah, U.	X		
Vermont, U.	X		
Virginia, U.	X		
Wash. State L.	X		
Wash. U. Libs.	X		
Wellesley C.	X		
Wisc., U.	X		
Yale U.	X		

10. What records are maintained for material for which standing orders cannot be placed?

Akron-Summit Co. P.	Not handled in serials dept.
Arizona, U.	Note on Revofile "No Standing Orders Accepted."
Arkansas State U.	Order, invoice receipt, check-in card.
Boston U.	After attempts through publisher/dealers exhausted, orders usually are withdrawn.
Brooklyn P.	Keep list by month and order when due.
Bucks Co. Free L.	Annuals list.
Buffalo & Erie Co. P.	Kardex records and also a tickler file. On the first of the month order letters are generated for all titles which should be ordered that month.
Calif. State L.	Periodicals - Regular check-in cards with notations made for memberships. Check-in and claiming are handled the same. Continuations - A check aid record is kept with notes that the publisher will not accept a standing order and to request.
Calif., U., Berkeley	Try to keep these titles out of the Serials File. If any do exist, the claims review tries to catch them.
Calif., U., Los Angeles	Renewal files maintained in Acquisitions/Invoicing Section and checked monthly.
Case-West. Reserve U. LSL	File is kept in the Kardex.
Catholic U., LSL	None in particular - just watch notices from publishers, BIP checking occasionally. Not all are placed on standing orders since some titles are not relevant to the collection.
Chicago P.	Original order slips are held and publishers' announcements and ads are screened.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

Chicago, U.	Same records as for active titles. Order record, however, states that standing orders are not accepted. These are referred to the Order Section as the file is reviewed for claiming.
Cleveland P.	Check-in cards marked "no standing order" and tagged with month to indicate that order must be placed.
Colo., U., Libs. Boulder	Same as others with a signal to the library assistant that the title must be reordered each time by the department.
Colo., U., Denver	These are also kept in coded serial file and order placed at time claimed.
Cornell U.	"Publishers" file which is arranged by month (Jan.-Dec.) and alphabetically by main entry within each month.
Dallas P.	Keep a tickler file arranged by month for regularly issued serials so that it will automatically order each year when publication is ready. If it is too irregular or if desired publication is not available, send a copy of the order and reason for cancellation to the division. Keep a file of cancelled standing orders.
Detroit P.	None.
Fla. Tech. U.	Note placed in tickler file to request renewal invoice usually 6 weeks to 2 months prior to expiration.
Georgia, U.	An effort has been made to maintain a record of this type of material. Difficult problem with manual system.
Harvard	If a holdings record is to be maintained, note on the s-cd that each vol. must be ordered individually. If a holdings record is not to be maintained, the s-cd is marked to show that series record is not kept. Individual works in such series are ordered as monographs and not handled by Serial Records.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

Hawaii, U.	The method of receipt code on history card indicates when a title requires annual renewal. The Order Section is responsible for annual follow up on them.
Hennepin Co. L.	Use 3 x 5 card with title, address, and month and year of expiration.
Idaho, U.	Tickler file by month.
Ill. State L.	Does not apply in Serials.
Ill., U., Chicago Circle	Information noted on check-in card. A separate file is kept for ordering purposes, arranged according to approximate date when material should be ordered.
Ill., U., Urbana	Have a first of the month order file in Serials Acquisitions Div.
Ind. U. NW	Manila folders, arranged alpha by title (or publisher when several titles are involved), containing all correspondence, billing, etc.
Iowa, U.	Cancelled records kept in old kardex file. Bibliographic searcher retains informal list of pertinent publishers.
Jacksonville P.	Same.
Ky., U. Libs	Noted on check-in record that publisher does not accept standing orders and each item must be ordered separately.
Lincoln P.	Periodicals: separate order file. Note made on each entry as to whether an invoice must be requested for each renewal or will come automatically. TPD: does not maintain such records.
Loyola U. Libs.	No records - rely on publisher notification.
Maryland, U.	When possible these are vended through an agent, but if they cannot be handled that way, a small separate manual file is kept in the Serials Dept.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

Michigan State L.	Automatic order file monitored by Standing Order clerk. Orders checked on anniversary date of last receipt, reviewed semi-annually by Unit head.
Michigan, U.	Cataloged fully; all issues recorded. Order information recorded on holdings cards. Branch library receiving the title is responsible for ordering as published or as the library needs the volume.
Mpls. P & Info. Ctr. L.	A follow-up file arranged by anticipated month of publication.
Miss. State U.	Noted on standing order payment file.
Miss., U.	Same as others, with a note on card "must be ordered each year." This process is also handled by the person who processes renewals, orders, invoices, etc.
Missouri, U.	Information that standing order not accepted put on verso of pay card. S.O. cancelled & old pay card put in dead file in Acq. Dept. Correspondence retained.
Mont. State U., Bozeman	At present, only a very informal card file is maintained which must be checked periodically for follow-up.
Nashville & Davidson Co.	These are mostly in the excluded categories. Keep a file by month with memos to order this type material.
Nevada, U.	Order Dept. handles reordering each year. Goes through its files once a year and writes for prices on items which are wanted.
Newark P.	Renewal forms sent by Periodical Acquisitions in the Fall requesting renewal (subscriptions generally have December expiration). Those handled by Order Dept. are "signalled" different colors signifying particular month or period of year when publications may be expected. Letter requesting shipment and billing is sent at this time.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

N. C. Central U.	Order file, requisition file, and purchase order file.
Northwestern Conn. Comm. C.	Standing orders are not used though the library would like to. 151 paid subscriptions are ordered direct from publishers annually.
Northwestern U.	An internal data field is added which reads, "#reo:(data)" and an associated action date is placed in the record so that a claim is generated by the computer upon action date.
Okla. State U.	Regular records. Kardex has blue tags and a call-up file is kept to obtain items as published. Cards in call-up file flagged to indicate when they are to be ordered.
Ore. State L.	Records in Acquisition section.
Ore., U.	Punch card system (manual needling) for all non-t.f. purchases. The punch cards are simply a memo that we should examine the title in question along with its business records. Punch cards to fall out in six diff. "month" punches. Also have punches for agent, membership etc. (rarely needled). Use about 20 percent of the titles in any batch of dropped (needled) cards do not need renewal. There is no automatic computer disgorgement of checks to publishers.
Pa. State U.	No formal arrangement for this.
Pa., U.	For some regular items for which cannot place a standing order we keep a regular check card and have a reminder note in a separate file arranged by month showing that we need to write for the title. For irregular material we keep no record and rely on a departmental library or staff member to initiate an order.
Portland Lib. Assn.	Order Dept. continuation card. Order Dept. orders as directed on the card, often prompted by flyers or announcements from publishers. Any missed in this process will be picked up later during claiming.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

Portland P.	If serial cannot be placed on Standing Order or purchased through our Agency, it is indicated in the Kardex. Records of purchase and payment etc. are kept in a separate file.
Princeton U.	Flat file records and a tickler file which indicates when the title should be reordered.
Ramapo Catskill Lib. Syst.	They are logged for re-ordering.
Rochester, U.	As we are made aware of these, we notify the order clerk who notes the entry, piece rec'd (if any), and when she should order again on a 3 x 5 card which is placed in a separate file. At the appropriate time she orders the next issue. A note is also placed on the kardex indicating that the standing order was not accepted as such and when the publication should be ordered each year.
St. Paul P.	Order on calendar year basis.
Saskatchewan, U.	Rely on publisher renewal notices which are treated as invoices. for those who do not send renewal notices, have a file arranged by months.
Seattle P.	Usual check-in records are maintained. Also maintain a renewal file by month which serves as a tickler file that instructs us to place renewal orders as needed.
Simpson C.	Request card by fund no.; working copy by main entry; eventually full cataloging/classification.
S.D. State U.	Main entry in kardex and separate file by month and year. Card indicates how often item is to be ordered and latest volume received.
Stanford U. Libs.	Controlled by dated follow-up file to remind us to reorder next time.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

SUNY, Old Westbury	Kardex cards and correspondence file.
Sweet Briar C.	Continuation drawer - order annually.
Syracuse U.	None in the serials division.
Tampa-Hillsborough Co. P.	None.
Texas, U., Austin	None presently.
Texas, U., Dallas	None.
Toronto, U.	Handled item by item by the Order Dept. and recorded in their files.
Tulsa City Co.	Note on Kardex that standing order not accepted--order separately.
UN	Tags on subscription record.
Utah, U.	Handled through the Continuations Standing Order section in Monographs where they are handled as book orders.
Vermont, U.	Plastic kardex signals are kept in Kdx to signal s/o not available. When Kdx review is performed, orders for such titles are placed.
Virginia, U.	In process of setting up file.
Wash. State L.	No special records maintained. The title is set up as a regular s.o. w/tabs for claiming & written instructions for ordering. The title is "caught" when the files are gone thru quarterly for renewals.
Wash. U. Libs.	Tickler file - arranged by months. Check-in record indicates "S.O. not available."
Wellesley C.	Acquisitions Dept. holds order card in special file if decision has been made to order <u>all</u> as published. If not order every edition, faculty or Readers Services Staff initiates order for what is needed.

10. What records are maintained for material for which standing orders cannot be placed? (continued)

Wisc., U.	Same as for any other serial with the notation that a "Standing order cannot be placed - order each new vol. as published."
Yale U.	None.

10. What records are maintained for memberships?

Akron-Summit Co. P.	Not handled in serials dept.
Arizona, U.	Membership box is checked on Revofile. Separate cards for titles received on membership so noted.
Arkansas State U.	Membership application, reveipt, and check-in record of items received.
Boston U.	A set of cards is set up, with title (i.e. American Library Association. Membership). A list of items we receive on the membership is also noted.
Brooklyn P.	Form card used
Bucks Co. Free L.	Does not apply.
Buffalo & Erie Co. P.	Kardex records. Membership benefits listed on kardex. A tickler card is used if necessary for renewal.
Calif., U., Berkeley	An information card, filed under organization name with the word "Membership" treated as a title below, listing what expected. Separate entering cards under entry for each publication.
Calif., U., Los Angeles	Individual visible file receipt records for each title with cross reference from issuing body to title. Source of receipt indicates membership, to which reference is made when claiming.
Case-West. Reserve U. LSL	A separate file of all memberships is maintained by the para-professional. The institution's name, date of membership, date membership dues were paid are listed in this file.
Catholic U., LSL	Acquisitions usually maintain a record - also in order file note which ones are s.o. - If not sure, call acquisitions for verification - ex. ALA pub., Advances in librarianship series, etc.
Chicago P.	Order slips are held in the Serials Dept.; memberships are renewed as we are billed, with followup on those that do not invoice us. At present we are redefining as many memberships as possible as "periodicals" in order to bypass the complex city procedures.

10. What records are maintained for membership? (continued)

Chicago, U.	The membership is entered on a formal order and kept in a file of continuation orders. Any journal or serial titles received on the membership are cataloged as usual and order record for that title is marked "Part of membership." Separates received on the membership are sourced, recorded on the continuation order and routed to Acquisitions for processing.
Cleveland P.	Payment or order card is marked "membership" and renewed each year as billed; check-in cards noted "due on membership."
Colo., U., Libs. Boulder	"Membership" card for payment records and a list of materials to be received; individual serials titles have their own receipt records.
Colo., U., Denver	Card file.
Cornell U.	Kardex card with name of organization, etc., address, source, fund, and a list of all publications with processing instructions typed on the card.
Dallas P.	Keep pay records for memberships. Publications of memberships are checked in by title.
Detroit P.	Same as standing order, filed by name of organization.
Fla. Tech. U.	Record in visible file by name of membership, noting publications received on it. Membership records interfiled with other serial check-in records.
Georgia, U.	Record on rolodex file under institution. Effort made to cross-reference all titles received on membership.
Great Falls C.	Same as with regular subscriptions since dues are payable with subscription.
Harvard	A membership card which contains: name of the organization, address, dealer's name if applicable, list of publications received and a record of membership payments. Each serial received on a membership is entered on its own visible record.

10. What records are maintained for memberships? (continued)

Hawaii, U.	The method of receipt code indicating membership and a listing of titles received on that membership are noted on our history card. The master control record for the membership is maintained in the Order Section.
Idaho, U.	Membership card file.
Ill. State L.	Separate membership file with payment record, address on one side and publications received through membership on the other side.
Ill., U., Chicago Circle	Card is filed in Central Serials Record under name of organization, listing the titles received on the membership.
Ill., U., Urbana	Serials Acquisitions Div. maintains record for all memberships, records payments and notes materials received.
Ind. U. NW	Manila folders, arranged alpha by title (or publisher when several titles are involved), containing all correspondence, billing, etc.
Jacksonville P.	Note on card.
Ky., U. Libs	Payments and list of titles received on the membership. A general note is put on the record to cover monographs not in series which are received on the membership.
LC	None in Serial Record.
Lincoln P.	None
Loyola U. Libs.	Reco[illegible] on kardex with the titles received on that particular membership.
Maryland, U.	Memberships are recorded in the kardex and the computerized serials list. A separate check card is made for material coming on the membership. Serials list is so coded that the computer can pull off a list of memberships.

10. What records are maintained for memberships? (continued)

Michigan State L.	No separate listing. Annotation on check-in card for individual title.
Michigan, U.	Membership file in which is kept an up-to-date listing of the publications included with a membership, and any other information which would be useful for claiming, payment, receipt, etc.
Mpls. P & Info. Ctr. L.	On the billing card in the kardex file, indicate what publications are received on the membership.
Miss. State U.	In the regular payment file.
Miss., U.	In some cases, keep a card filed under name of organization, indicating publications to be received. In other cases, just keep a card for each title noting "receive on membership to ... "
Missouri, U.	Same as for standing order - information on pay cd.
Mont. State U., Bozeman	Informal card file maintained by name of organization or society. A separate business record for each serial, maintained apart from the check-in record, also has a record of membership.
Nashville & Davidson Co.	Where possible at all, we use Agency for subscriptions including memberships and no separate record is kept.
Nevada, U.	Order Dept's payment record indicates memberships and lists publications.
Newark P.	Continuation envelopes.
N.C. Central U.	Order file, requisition file, and purchase order file.
Northwestern Conn. Comm. C.	Only ALA membership is considered membership item as such.
Northwestern U.	Computer records which carry only order and payment data and linking fields to appropriate related records for individual titles received on the membership.

10. What records are maintained for memberships? (continued)

Okla. State U.	Yellow cards (information cards) are filed in the Continuation file under the name of the organization. These cards indicate the kind of membership, what is to come on the membership, and where the business record is kept.
Ore. State L.	records in Acquisition section.
Ore., U.	All campus departmental and library memberships must be recorded in the library membership file. Mem. files are actually two cards. First is a simple business card listing pur. order number, date, cost, time period. This also says something like: "Receive Journal of steel; transactions; proceedings; studies in ferric metals; and misc. pubs." Second card is headed with assn name and lists non-SCF pcs rec'd with an estimate of cost. Thus at year's end we can see what was rec'd and compare it with the cost of membership. The serial type titles are of course in the SCF section. Their business card simply says "Membership" and serials people always assume the membership is paid up for claiming purposes. Assumption is 99 percent correct. The two membership record cards are kept in a different room from SCF.
Pa. State U.	Noted on Kardex record.
Pa., U.	A separate file of payments on memberships is kept. Regular check cards are made for each serial title coming on a membership. If we get miscellaneous volumes on a membership, a card is put in file under the (name of the society) General publications, on which such titles are entered.
Portland Lib. Assn.	A payment card is made in the Order Dept. continuation file if (1) no publications are received, (2) more than one publication is received and separate check-in cards are needed, (3) frequency requires a separate check-in card, or if another dept. does the checking. Otherwise entry is made under the title of the publication and the membership noted. For periodicals, a membership is noted on the periodical payment file in the Order Dept.

10. What records are maintained for memberships? (continued)

Portland P.	All memberships are treated as subscriptions except for a notation indicating membership.
Princeton U.	Flat file cards interfiled with serial records.
Queens C.	None.
Ramapo Catskill Lib. Syst.	None.
Rochester, U.	"Membership" is noted on the check-in record. A file is also kept with membership information such as what is received on the membership, membership cards, etc.
St. Paul P.	No separate record maintained.
Saskatchewan, U.	Note on payment card if received on membership.
Seattle P.	Membership records are noted on check-in cards in the serials division's check-in record.
Simpson C.	Demco Form 33-511 etc. with notation. Also agents annual invoice listing memberships.
S.D. State U.	Check in card shows when membership renewed and how much paid. Periodical memberships shown on separate computer printout.
Stanford U. Libs.	No special.
SUNY, Old Westbury	No different than other serials.
Sweet Briar C.	Indicated on kardex.
Syracuse U.	One card in kardex which contains payment info. and lists titles received with membership. Separate cards maintained for all series titles received with membership.

10. What records are maintained for memberships? (continued)

Tampa-Hillsborough Co. P.	Membership entry with titles included listed on card.
Texas, U., Austin	Separate vendor file on cards indicating all titles received on membership.
Texas, U., Dallas	Card is inserted in Kardex listing the name of the Association and those titles to be received on membership.
Toronto, U.	(All material, whether received on subscription, as gifts, or on exchange, is treated alike). Membership information is recorded in the Kardex.
Tulsa City Co.	Record of payment and list of publications due on membership.
UN	Subscription records.
Utah, U.	Indicated on check-in record. Information card in kardex under name of organization listing all titles received on that membership. Same information maintained in computer list.
Vermont, U.	No special records, payment record indicates membership status listing all titles rec'd.
Virginia, U.	In process of preparing membership record.
Wash. State L.	Payment for the membership w/ individual check-in cds for each title rec'd.
Wash. U. Libs.	Payment file has "membership" record under the name of organization. A separate card file lists publications expected from each membership. Regular check-in records for serials.
Wellesley C.	Same records kept as for subscriptions.
Wisc., U.	Payment (dues) card with notation as to what is due on membership.
Yale U.	Have very few memberships. Special card in Serial Record to record payment.

10. Is check-in and claiming handled differently for exchange materials than for purchased materials?

	Yes	No	If so, how?
Akron-Summit Co. P.			No exchange material received.
Arizona, U.		X	
Arkansas State U.		X	
Boston U.		X	The only minor difference for claiming exchanges, is that the note, "if there is an additional charge, please send invoice" is added.
Brooklyn P.	X		There is no check-in and claim for exchange items.
Bucks Co. Free L.		X	
Buffalo & Erie Co. P.		X	
Calif., U., Berkeley		X	
Calif., U., Los Angeles	X check-in	X claiming	Exchange material claimed twice from exchange partner, after which title and missing numbers referred to Exchange Section to check on status and/or request missing material. Verso of visible file noted with date of request, and claiming on part of Serials Dept. stops until matter resolved either by receipt of material or instructions from Exchange Section.
Case-West. Reserve U. LSL		X	
Catholic U., LSL		X	Just indicated that a title is rec'd on exchange, etc.

10. Is check-in and claiming handled differently for exchange materials than for purchased materials? (continued)

	Yes	No	If so, how?
Chicago P.			We receive no exchange materials; gifts are routed through the Serials Dept. to the appropriate subject department.
Chicago, U.		X	
Cleveland P.		X	
Colo., U., Libs. Boulder		X	
Colo., U., Denver		X	
Cornell U.		X	
Dallas P.		X	
Detroit P.			No exchange agreements.
Fla. Tech. U.		X	
Georgia, U.		X	
Great Falls C.			No exchange programs on a regular basis.
Harvard	X		Since the balancing of exchanges is done by the book selectors, claims are routed to them before being mailed.
Hawaii, U.		X	
Hennepin Co. L.		X	
Idaho, U.		X	

10. Is check-in and claiming handled differently for exchange materials than for purchased materials? (continued)

	Yes	No	If so, how?
Ill. State L.	X claiming	X check-in	Different form letters are used.
Ill., U., Chicago Circle		X	
Ill., U., Urbana		X	
Ind. U. NW			Have no exchange materials.
Iowa, U.		X	
Jacksonville P.		X	
Ky., U. Libs		X	
LC			Serial Record check-in is same regardless of acquisition method. Exchange claiming handled as under 8 above.
Lincoln P.			Have no exchanges.
Loyola U. Libs.		X	
Michigan State L.		X	
Michigan, U.	X		Issues recorded and claimed in Eschange and Gift Section and are also recorded in kardex file and the check list.
Mpls. P & Info. Ctr. L.		X	
Miss. State U.		X	
Miss., U.		X	

10. Is check-in and claiming handled differently for exchange materials than for purchased materials? (continued)

	Yes	No	If so, how?
Missouri, U.		X	Not handled differently but by different people. - By Gifts & Exchange librarian.
Mont. State U., Bozeman		X	
Nevada, U.		X	
N.C. Central U.		X	
Northwestern Conn. Comm. C.			No exchanges.
Northwestern U.		X	
Okla. State U.		X	
Ore. State L.		X	
Ore., U.		X	
Pa. State U.		X	
Pa., U.		X	
Portland Lib. Assn.			Do not have exchange program.
Portland P.		X	Check-ins handled the same. Exchange claims not noted in Kardex, but in a separate file.
Princeton U.		X	
Queens C.			Do not check in exchange materials.

10. Is check-in and claiming handled differently for exchange materials than for purchased materials? (continued)

	Yes	No	If so, how?
Ramapo Catskill Lib. Syst.		X	
Rochester, U.		X	Basically the same. Special letterhead used for claims because exchanges are addressed to a society.
St. Paul P.	X		Handled by Reference Rm. Very little is done.
Saskatchewan, U.	X		Send form letter instead of usual claim slip.
Seattle P.		X	Have nothing to send other libraries so are not into the exchange business. Receive many gifts however.
Simpson C.		X	
S.D. State U.	X		If the exchange or gift item does not appear on the Library Booklist, no computer record is kept.
Stanford U. Libs.		X	
SUNY, Old Westbury		X	
Sweet Briar C.		X	
Syracuse U.		X	
Tampa-Hillsborough Co. P.		X	
Texas, U., Austin		X	

10. Is check-in and claiming handled differently for exchange materials than for purchased materials? (continued)

	Yes	No	If so, how?
Texas, U., Dallas		X	
Toronto, U.		X	
Tulsa City Co.		X	Except different wording on claim form.
UN		X	Except form letters used.
Utah, U.		X	
Vermont, U.		X	
Virginia, U.		X	
Wash. State L.		X	
Wash. U. Libs.		X	
Wellesley C.			No exchange program.
Wisc., U.		X	Claiming done by Exchange Assistant.
Yale U.	X		Exchange material checked in and claimed only in the Serial Catalog. Purchased material is also checked in and claimed in the Serial Record.

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g branch libraries.

Akron-Summit Co. P.	Simple check-in card. All claims are sent from Main Library from reports sent in by branch libraries.
Arizona, U.	Shelflists are maintained in branches as are some non-official check-in recrods for periodicals.
Boston U.	At branch libraries, rudimentary check-in records are kept and if an issue is not received, our claims department is notified, and will place a claim.
Brooklyn P.	See responses to questions 2 and 5.
Buffalo & Erie Co. P.	Branches use a form to check in periodicals and file claims for missing issues with the Serials Division using another form. Serial publications are received by them already cataloged and are therefore checked-in on the shelflist.
Calif., U., Berkeley	See no. 5, above. Entering cards in Newspaper File and the partial Documents Serials File are same as in Serials File in Periodical Division.
Calif., U., Los Angeles	In general, same manual procedures are followed by the branch libraries, with the exception of the Biomedical Library which utilizes an IBM Cathode Ray Tube Terminal for checking in and claiming.
Catholic U., LSL	Probably the same but with some variations. Each divisional/ departmental library has its method of checking in.
Chicago P.	Each agency maintains its own records, but most model theirs on the Central Library.
Chicago, U.	Check-in and claiming records for materials in the Far East vernacular are similar to those in the Serial Department. They are maintained there only because of the language and because the acquisitions, cataloging and the entire processing of such materials is done in the Far East Library.

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g. branch libraries. (continued)

Cleveland P.	Material for branch agencies is sent direct and checked in. Claims from branches are forwarded to Order Dept. for processing.
Colo., U., Libs. Boulder	Branch library check-in files are not sanctioned officially. Sometimes abbreviated records are kept for internal use.
Cornell U.	Check-in and claiming records are standardized with the following exception - dealer and fund number on check-in record is not filled in.
Dallas P.	All records are the same.
Georgia, U.	Basically same as at main library.
Harvard	Each location maintains its own record system.
Hawaii, U.	Asia and Medical libraries check-in on kardex cards. Govt. documents use 3 x 5 check cards. Gaps are claimed upon receipt of subsequent nos. Lapsed titles are claimed when noticed with no regular routine established.
Hennepin Co. L.	Branch libraries use virtually the same check-in procedure as Southdale. They use the form letter for claims but do not use the postcard.
Ill., U., Urbana	Branch libraries do not claim but request claiming from the Serial Records Div. on a form card.
Iowa, U.	None, other than informal records for restricted locational information.
Jacksonville P.	Branches use Demco 3 x 5 cards. Main uses Remington Rand 4 x 6 cards and Acme Visible Records.
LC	Orientalia Division has check-in files for certain languages: Chinese, Japanese, Korean, etc.

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g. branch libraries. (continued)

Lincoln P.	Check-in records used in branch units for periodicals are similar to those maintained at the main unit. Branches notify the main unit of missing issues and main claims the material for them.
Loyola U. Libs.	Records for check-in and claiming are uniform for all libraries of the system except for the claim forms by the Medical Library.
Maryland, U.	Reading rooms and branch libraries have similar check-in records with the addition of the bindery record on kardex card. Branch libraries do their own claiming of periodical missing issues.
Michigan State L.	Law Library, federal documents, and Upper Peninsula branch maintain separate check-in records, using procedures which are similar to ours; they do their own claiming.
Michigan, U.	See previous responses.
Mpls. P & Info. Ctr. L.	Community libraries (branches) check in periodicals as they are received. If a publication is not received, the Central Library Order Dept. is notified. See 8. Claiming.
Miss. State U.	Rooms where pieces are shelved, prepare claim slips for missing items, these slips are routed to acquisitions for checking, claiming, etc.
Miss., U.	Info. not available in central library.
Missouri, U.	Some serial titles are received directly by some branch libraries, esp. Law, Med., & Vet. I do not know their check-in routines. However, when these are accessioned and bound, they are recorded in the central serials record.
Newark P.	Similar to routines of Main Library Periodical Acquisitions.
Northwestern U.	Branch libraries maintain manual "kardex" records to record current holdings and payments. Bound holdings are added to the computer record.

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g. branch libraries. (continued)

Okla. State U.	Subject areas keep 3 x 5 cards for their titles.
Ore., U.	Even when we had a branch library doing most of its claiming, it (claiming) still had to go through the central SCF because the business records could not be split efficiently.
Pa., U.	Most of the departmental libraries use kardex or other visible file equipment. Since each has control over its own file we cannot describe each of the twenty or more systems.
Portland Lib. Assn.	Procedures are less formalized than at Central because the bulk of material is not as great. One person usually does the entering, often at a stated time. Missing issues are noted on check-in cards and a note is sent to branch headquarters, which places the claim. In this way some coordination is possible. Unanswered claims and claims involving subscription payments are referred to the Order Dept. by branch headquarters.
Princeton U.	Each branch has its own system.
Rochester, U.	Department libraries maintain brief-form check-in files. Asia Library uses regular kardexes for Chinese & Japanese language periodicals.
Seattle P.	We have 22 branches and stations; some of these maintain check-in records for their periodicals. When an issue is lacking in a branch, a 3 x 5 form is then filled out in duplicate, one copy of which is kept in the branch and another is sent to the serials division. Serials types a claim and files the 3 x 5 record. When the issue is received directly in the branch from the publisher, the branch sends its copy of the slip to serials so that serials' record of the claim may be cleared.
S.D. State U.	Periodicals check-in and claim records for those titles kept at the Branch Library are maintained there. The same procedure is used for both check-in and claiming. Branch library serials other than periodicals are checked in and claimed in the Acquisitions Dept.

11. Describe any check-in and claiming records maintained at locations other than those detailed in previous questions, e.g. branch libraries. (continued)

Stanford U. Libs.	We, tech. processing, have no control over these and little information on their files and procedures.
Sweet Briar C.	All done in main library for departmentals.
Syracuse U.	Branches use same forms as main library and maintain records in a similar manner.
Texas, U., Austin	Kardex.
UN	Same record as main checklist for serials kept in the branch.
Virginia, U.	Department librarian responsible for initial claiming if a "mail direct" item.
Wash. State L.	They are maintained by the librarian in charge of the branch.
Wellesley C.	If any check-in or claim records are kept in Dept. libraries, it is the decision of the assistant in the Dept. and is done for their own purposes, i.e. to answer questions from users, for better control of the collection, etc.
Wisc., U.	Claim records maintained in branches for domestic and Canadian titles mailed directly to those branches.
Yale U.	There are many locations which have their own serials acquisitions operations and there is considerable variation in records maintained. In general most use a kardex file for both check-in and holdings record.

12. Detail future plans for change in procedures described above.

Akron-Summit Co. P.	Future plans uncertain at this time. Considering OCLC system.
Arizona, U.	Holding present posture until OCLC provides serials check-in.
Arkansas State U.	What we do is economical and effective; with such computerized assistance as we have no change is anticipated.
Boston U.	At the present time, periodical records (items appearing at least twice a year) and continuations (items appearing once a year or less) are maintained in 2 separate records. Shortly, they will be housed in the same office, with the eventual hope of combining the two. At present, also, we are considering going to a computer system, utilizing the O.C.L.C. system.
Bucks Co. Free L.	None.
Buffalo & Erie Co. P.	Library joined OCLC June 1975. Anticipate participating in the serials portion in 1977. It is a little premature to comment on changes in the above procedures which OCLC will make necessary.
Calif., U., Berkeley	Entering cards: Cards for newly cataloged titles and replacements for filled cards are now being produced by computer, on basis of Serials Data Base. Gradually these are replacing manually typed cards in the Serials File, the Documents Serials File, and most of the supplementary cards in branches. Newspapers are still entered on manually typed cards as the computer produced cards do not provide for entering daily publications. Claims letters: Printing of claims requests by computer is being planned. This is to replace typing of outgoing claims on forms.
Calif., U., Los Angeles	None.
Chicago P.	See proposal from Chicago Public Library in Committee Archives, American Library Association Headquarters, Chicago.

12. Detail future plans for change in procedures described above. (continued)

Chicago, U.	Changes will be made as necessitated by automation of the Serials Department - a process which is not in the talking stage as yet, as most of the energies are being put in the automation of the circulation system and the cataloging of monographs. Plan to work closely with the Systems Office in the automation of the Serials Department.
Cleveland P.	In process of joining OCLC; although there is no present plan, serials are part of long range inclusion in OCLC activity.
Cornell U.	Changes in present manual procedures are not planned since using the OCLC automated serials control system with on-line check-in is under study.
Dallas P.	Hope to automate serials in the future.
Fla. Tech. U.	None.
Georgia, U.	Eventually plan to develop on-line computer check-in system for both periodicals and serials.
Harvard	Because of membership in the Research Libraries Group and NELINET and a local effort to more coordinated acquisitions our situation can only be described as generally dynamic.
Hennepin Co. L.	None at present.
Idaho, U.	May put holdings record on computer - do not expect this to alter manual procedures in forseeable future.
Ill. State L.	Reorganizing card file to a Kardex system. Also preparing to enter into automated procedures; presently at the discussion stage.
Ill., U., Urbana	The matter of changing to an automated system is still far in the future. Have neither funds nor staff to make such a conversion at the present time.

12. Detail future plans for change in procedures described above. (continued)

Iowa, U.	This system was implemented 1.5 years ago. It is a comprehensive change from past practice and other than slight refinements no future changes are anticipated.
LC	We expect to have all currently received titles in a machine-readable data base eventually--with check-in and claiming capabilities. The MARC-S effort and the Library's participation in the CONSER Project are steps in this direction.
Lincoln P.	Periodicals, etc.: Will review form of entry in the check-in record to make all entries conform to "title as appears on piece" with TPD: none at present.
Loyola U. Libs.	Future changes contingent on development of OCLC serial program.
Michigan State L.	None.
Michigan, U.	Systems available through OCLC will be considered for application here, specifically the projected on-line serials recording system.
Miss. U.	None.
Missouri, U.	This summer the library is instituting BATAB, the Baker-Taylor automated acquisition system. This may affect some procedures. Since the details have not been worked out, cannot indicate how, but do not think it will be to any great extent.
Mont. State U., Bozeman	As we do not presently have a central serials holdings record, the establishment of such a record is one of our first priorities. At this point, we are not sure what change that would make in our record keeping.

12. Detail future plans for change in procedures described above. (continued)

Mont. State U., Bozeman	We also would like to change our check-in cards so that the spaces for checking in are larger. Right now we are experimenting with a new number card for annuals and irregulars. We will begin a trial period of checking in newspapers and are working on the type of check-in record we will use. If time ever permits, we would like to check our files for claims more often than we do now. A better system for following up on Standing Orders which cannot be placed is badly needed as are better records for memberships.
Nevada, U.	None.
Northwestern Conn. Comm. C.	We have few problems with present procedures. Our computer printout is cumbersome to use and hard to read. Direct ordering and claiming is less cumbersome and faster than going via agent but does increase work of business office, not library. Unfortunate experiences with nationally-known agent 4 or 5 years ago made us go to direct ordering. Agent lost nearly half our periodical order in his computer two years running and did not find for over three months in both instances. Also found claiming to be slower and agent made large number of ordering errors, as NY Times Book Review for NY Review of Books, and Slavonic Review for Slavic Review. Agent now merged with Faxon.
Northwestern U.	New programs will restructure records so that bibliographic, shelf list, and order/payment/receipt data will be three separate sections of one record. Multiple copies and sections will also be accommodated in one record. Word rather than key indexes, with indexing by added as well as main entry are planned.
Okla. State U.	None now. Will review OCLC operations.

12. Detail future plans for change in procedures described above. (continued)

Ore. State L.	Future plans call for a central serials record in which all types of serials (as given in your definition on page one) are recorded.
Ore., U.	The major change has been made, i.e. previously claims required that title, issue, business data, publishers address, etc. be handwritten on an (abolished) p-slip and later the claim typed. P-slip was refiled in the SCF pocket and a carbon of the claim form was filed in a separate file. Thus we always knew what was outstanding in claims. New method eliminates p-slip and the separate file. The loss of control is minor and labor saved is major. The whole file is periodically examined for claiming purposes so few claims get to "age" more than a few months. Most re-claim situations are spotted by checkers as new issues arrive.
Pa., U.	We have no immediate plans for any change. When OCLC has the capability for checking and claiming will consider using them. Until we know more about the system we are not making any plans.
Portland Lib. Assn.	None at present.
Portland P.	Future plans include the hopes of computerization.
Princeton U.	None at present.
Rochester, U.	When OCLC has a serials check-in and claiming system up, we may use it.
St. Paul P.	None at present. Computerize for future.
Seattle P.	The handling of periodicals is under review at present in the Seattle Public Library. Periodicals are now departmentalized by subject and there may be some pulling together of periodicals to make for some administrative savings. Automation, which will begin in 1975 for monographs and

12. Detail future plans for change in procedures described above. (continued)

S.D. State U.	Branch library collection will be absorbed into main collection when we move into new building in 2 years so their periodicals records will be maintained by the periodicals clerk. Acquisitions receiving clerk plans to use color tags to improve claiming.
Stanford U. Libs.	Complete, computerized system under active consideration as a module in BALLOTS. Meantime, possibility of creating a unified Serial Department being studied. Expecting significant procedural changes in future (both manual and sutomated system) but too early to detail at this time.
Syracuse U.	Plan to integrate kardexes and achieve conformity with LC MARC format and OCLC.
Texas, U., Austin	Currently collecting bibliographical information for currently received materials and inventorying holdings for input as OCLC serial local data records as soon as we receive additional terminals (Fall 1975). We'd like to begin on-line check-in January 1976.
Texas, U., Dallas	As soon as the OCLC serials system is operative, we will convert our manual records and use their computer based system.
Toronto, U.	We expect to automate our check-in records.
UN	None.
Vermont, U.	No specific plans for new files. Some consideration has been given to establishing a file for titles that must be ordered annually (not available on subn).
Virginia, U.	Study the possibility of computer applications in serials record work. Member of SOLINET and will use whatever serials program they have (at this writing).

12. Detail future plans for change in procedures described above. (continued)

Wash. State L.	Eventually all Serials (excluding Document) will be ordered and recorded by the Serials Section on one file. The periodical check-in kardex, the remaining portion of Subscription File and the Standing Order File maintained by Acquisitions will be merged with the newly established Serials File.
Wash. U. Libs.	No details available at this time, but we are a member of OCLC and expect to make use of their procedures when they become available.
Wellesley C.	Anticipating the use of OCLC for the serials program when it is available to members. Will merge our current check-in records prior to going on-line and also will incorporate Documents check-in records. Envision maintaining no manual check-in or invoice records after that time.
Yale U.	A systems study of the current serials system by the Library's Development Department is nearing completion. This study resulted from a recommendation from the Library's Serials Task Force that a central serial record be created and the Serial Record be automated. OCLC, CONSER, and RLG will no doubt influence our handling of serials.

FORMS

GROUP 1 CHECK-IN FORMS

PERIODICAL CHECK-IN AND PAYMENT FORM

PUBLISHER

TITLE

ADDRESS

BEGINNING DATE - PUBLICATION

BEGINNING DATE - SUBSCRIPTION

PRECEDING TITLE

SUCCEEDING TITLE

OSL HOLDINGS

COPY NO.

MISSING ISSUES

CALL NO.

VOL.	YEAR	TERM OF SUBSCRIPTION	DATE OF ORDER	SOURCE	VOUCHER NUMBER	COST	DATE RECEIVED	REMARKS

SHELF LOCATION

INDEXED IN

ROUTE TO

VOL.	YEAR	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	REMARKS

VERI-VISIBLE
REG. U.S. PAT. OFF.

VERI-VISIBLE CROZET VIRGINIA #V11909-9299

CHECK-IN AND PAYMENT FORM FOR ANNUALS

PUBLISHER

TITLE

ADDRESS

BEGINNING DATE - PUBLICATION

BEGINNING DATE - SUBSCRIPTION

PRECEDING TITLE

SUCCEEDING TITLE

OSL HOLDINGS

COPY NO.

MISSING ISSUES

CALL NO.

VOL.	YEAR	TERM OF SUBSCRIPTION	DATE OF ORDER	SOURCE	VOUCHER NUMBER	COST	DATE RECEIVED	REMARKS

SHELF LOCATION

INDEXED IN

ROUTE TO

1971	1981	1991	2001	2011
1972	1982	1992	2002	2012
1973	1983	1993	2003	2013
1974	1984	1994	2004	2014
1975	1985	1995	2005	2015
1976	1986	1996	2006	2016
1977	1987	1997	2007	2017
1978	1988	1998	2008	2018
1979	1989	1999	2009	2019
1980	1990	2000	2010	2020

REMARKS

ERI-VISIBLE REG. U.S. PAT. OFF.

VISIBLE CROSBY VIRGINIA #V11909-9299

CHECK-IN AND PAYMENT FORM FOR NUMBERED SERIES

PUBLISHER

TITLE

ADDRESS

BEGINNING DATE - PUBLICATION

BEGINNING DATE - SUBSCRIPTION

PRECEDING TITLE

SUCCEEDING TITLE

OSL HOLDINGS

COPY NO

MISSING ISSUES

CALL NO.

VOL.	YEAR	TERM OF SUBSCRIPTION	DATE OF ORDER	SOURCE	VOUCHER NUMBER	COST	DATE RECEIVED	REMARKS

SHELF LOCATION

INDEXED IN

ROUTE TO

REMARKS

The library has those that are checked:

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

Call No.

VRI-VISIBLE

STATE PRINTING DEPT.

CHECK-IN AND PAYMENT FORM FOR NEWSPAPERS

PUBLISHER

TITLE

ADDRESS

BEGINNING DATE - PUBLICATION

BEGINNING DATE - SUBSCRIPTION

PRECEDING TITLE

SUCCEEDING TITLE

VOL.	YEAR	TERM OF SUBSCRIPTION	DATE OF ORDER	SOURCE	VOUCHER NUMBER	COST	DATE RECEIVED	REMARKS

COPY NO.

CALL NO.

SHELF LOCATION

INDEXED IN

ROUTE TO

REMARKS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	REMARKS
JAN.																																
FEB																																
MAR.																																
APR.																																
MAY																																
JUNE																																
JULY																																
AUG.																																
SEPT.																																
OCT.																																
NOV.																																
DEC.																																

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	REMARKS
JAN.																																
FEB																																
MAR																																
APR.																																
MAY																																
JUNE																																
JULY																																
AUG.																																
SEPT.																																
OCT.																																
NOV.																																
DEC.																																

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	REMARKS
JAN.																																
FEB																																
MAR.																																
APR.																																
MAY																																
JUNE																																
JULY																																
AUG.																																
SEPT.																																
OCT.																																
NOV.																																
DEC.																																

REMARKS

PAYMENT RECORD

S.O.
8/24/61
Academic

SAMPLE

Advances in carbohydrate chemistry and biochemistry

Academic Press
111-5th Avenue
New York, N.Y. 10003

Call no 612.01 P62

Adult ~~Juvenile~~

A	CH	EX	RCJ	SP	VA
BK	CL	LD 1	RO	ST	VB
BR	ED	NO	SC	YA	WE
BUS	MISC.				

COMMITMENTS		
1970		
1971		
1972		
1973		
1974		
1975		
1976		
1977		
1978		
1979		
1980		
1981		
1982		
1983		

Frequency annual

Charge to standing order

Description	Invoice date	Invoice No.	Cost	Discount	Postage	NET	
v.29 1974	5/7/74	636366	36.50	10%	.59	33.44	~~To catalog~~ 5/23/74
v.30 1975	1/7/75	237652	37.50	"	"	34.34	1/17/75
							Standing Order 7/69

CHECK-IN AND PAYMENT FORM

(RECTO AND VERSO)

ACME 70005-6

SOURCE

LIBRARY HAS:

VOL. OR NO.	PERIOD COVERED	IMPRINT DATE	DATE OF RECEIPT	BILL DATE	AMOUNT	APPROVED

ACME 70005-6

SOURCE

LIBRARY HAS:

VOL. OR NO.	PERIOD COVERED	IMPRINT DATE	DATE OF RECEIPT	BILL DATE	AMOUNT	APPROVED

CHECK-IN AND PAYMENT FORM

(RECTO AND VERSO)

ACME 70007-8

SOURCE

FUND

BILL DATE	FOR	AMOUNT	APPROVED	BILL DATE	FOR	AMOUNT	APPROVED

SOURCE

LIBRARY HAS:

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

CHECK-IN AND PAYMENT FORM FOR MONOGRAPHIC SERIES

(RECTO AND VERSO)

ALWAYS VISIBLE CROZET VIRGINIA #70006-6

SOURCE

FUND

DATE OF RECEIPT	AUTHOR & TITLE	IMPRINT DATE	BILL RECORD

ALWAYS VISIBLE CROZET VIRGINIA #70006-6

SOURCE

FUND

DATE OF RECEIPT	AUTHOR & TITLE	IMPRINT DATE	BILL RECORD

PAYMENT FORM FOR MEMBERSHIPS

(RECTO AND VERSO)

ACME 70007-6

SOURCE

FUND

BILL DATE	FOR	AMOUNT	APPROVED	BILL DATE	FOR	AMOUNT	APPROVED

ACME 70007-6

SOURCE

FUND

BILL DATE	FOR	AMOUNT	APPROVED	BILL DATE	FOR	AMOUNT	APPROVED

MEMBERSHIP PAYMENT CARD (COLOR: WHITE)

	Cost	Invoice Date	Invoice No.	Date pd	Materials Received

Special Inst.	Publisher	Order no.	Fund
		ISSN	Call no.
	Source	Requester	
			Location

UNNUMBERED SERIES CHECK-IN & PAYMENT CARD (COLOR: ORANGE)

Volume Title	Rec'd.	Cost	Invoice Date	Invoice No.	Date Paid	Credit

Special Inst.	Publisher		Class sep.	Order no.	Fund
			Make series A.E.		
			Class together		
			Contents	ISSN	Call no.
			Analis		
			author		
			title	Requester	
	Source		unit card		
			No analis		
					Location

IRREGULAR SERIES CHECK-IN & PAYMENT CARD (COLOR: ORANGE)

Date									Cost	Invoice Date	Invoice No.	Date Pd

Special Inst.	Publisher	Order No.	Fund
		ISSN	Call No.
	Source	Requester	
			Location

UNNUMBERED SERIES CHECK-IN CARD (COLOR: LIGHT GREEN)

DATE REC'D.	VOL. TITLE	COST	DATE PAID	DATE REC'D.	VOL. TITLE	COST	DATE PAID

Publisher	Requester		Class sep.	Order no.	Fund
	Special Inst.		Make series A. E.		
			Class together	Begin PC with	
Source			Contents		
			Anals	Call no.	
			author		
			title		
			unit card		
			No anals		
					Location

QUARTERLY/SEMI-ANNUAL CHECK-IN & PAYMENT CARD (COLOR: SALMON)

Year	Vol.	1	2	3	4	Cost	Invoice	Date Paid	Check

Special Inst.	Publisher	Order No.	Fund
		ISSN	Call No.
	Source	Requester	

MONTHLY-BIMONTHLY PERIODICAL CHECK-IN & PAYMENT CARD (COLOR: GREEN)

Year	Vol.	JAN.	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Cost	Invoice Date/No.	Date Pd

Special Inst.	Publisher	Order No.	Fund
		ISSN	Call No.
	Source	Requester	

212

Location

WEEKLY-BIWEEKLY PERIODICAL CHECK-IN & PAYMENT CARD (COLOR: BUFF)

Vol.	Year	wk	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Cost / Invoice Date / Invoice No.	Date Paid / Credit
		1														
		2														
		3														
		4														
		5														
															Cost / Invoice Date / Invoice No.	Date Paid / Credit
		1														
		2														
		3														
		4														
		5														

Special inst.

Publisher

Source

Order no.

ISSN

Requester

Fund

Call No.

Location

DAILY-PERIODICAL NEWSPAPER CHECK-IN & PAYMENT CARD (COLOR: GRAY)

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

TPI

Cost

Invoice

Date paid

Credit

Special Inst.

Publisher

Source

Order No.

ISSN

Requester

Fund

Call No.

Location

NEWSPAPER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

914

TPL 71-30

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Book review digest

Index table
Ref.1

SAMPLE monthly check-in card

Year	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P. & Index
1915	9	1												

This is a white card which is used for purchases.
A blue card is used for gifts, and an orange card
is used for exchanges.

Book review digest

Business Week

650.5
BW

SAMPLE weekly check-in card.

Year

Week	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P. & Index
1	9	1												
2														
3														
4														
5														

This is a white card which is used for purchases.
A blue card is used for gifts, and an orange card
is used for exchanges.

Business Week

Blake Studies

PR
4146
A15

SAMPLE annual check-in card

Yr	Vol	Rec
1915	10	4/15

This is a white card which is used for purchases.
A blue card is used for gifts, and an orange card
is used for exchanges.

Blake Studies

NUMBERED SERIES CHECK-IN & PAYMENT CARD (COLOR: GOLD)

ANNUAL-BIENNIAL CHECK-IN & PAYMENT CARD (COLOR: BLUE)

Year	Vol.	Re'd.	Cost	Invoice	Date Paid	Credit	Year	Vol.	Re'd.	Cost	Invoice	Date Paid	Credit

Special Inst.	Publisher		Class sep.	Order No.	Fund
			Make series A.E.		
			Class together		
			Contents	ISSN	Call No.
			Analc		
			author		
			title	Requester	
	Source		unit card		
			No analc		
	216				Location

CHECK-IN FORM

(RECTO AND VERSO)

Location:

___ NST
___ LC/NUC
___

Call No. Title

Holdings: vol/no/pt.	year	vol/no/pt.	year	vol/no/pt.	year

Holdings Cont.

vol/no/pt.	year	vol/no/pt.	year	vol/no/pt.	year

Notes, cross-references, etc.

CHECK-IN FORM

Used to record daily and weekly periodical issues. Number of issue is recorded in space corresponding with date of issue.

Title　　　　No. Copies　　　　Expires

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan.																															
Feb.																															
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Apr.																															
May																															
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July																															
Aug.																															
Sept.																															
Oct.																															
Nov.																															
Dec.																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

CALL NO.	VOLS. PER YEAR	CLAIMED
	BOUND	
	PREPARED　　　IN BINDERY	

	VOL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																																
FEB																																
MAR																																
APR																																
MAY																																
JUN																																
JUL																																
AUG																																
SEP																																
OCT																																
NOV																																
DEC																																

INC.		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BIND

CHECK-IN FORM

Used to record weekly and biweekly issues of periodicals with date of receipt indicated on line below the number of the issue received.

CALL NO.

NOS. PER VOL. VOLS PER YEAR FREQUENCY

TITLE PAGE

BOUND

INDEX

PREPARED IN BINDERY

DEMCO

YEAR	SER	VOL.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED
			1														
			2														
			3														
			4														
			5														
			1														
			2														
			3														
			4														
			5														
			1														
			2														
			3														
			4														
			5														

INC. JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC BIND

Used to record monthly and less frequently received periodical issues. Date received is noted on line below that on which issue received has been recorded.

11-70 SYRACUSE UNIVERSITY LIBRARY RRNT-17880

SOURCE	PERIOD COVERED	VOLS.	DATE OF BILL	AMOUNT
SUB-PRICE				
ADDRESS				

YEAR	VOL.													T. P. & I.

1 2 3 4 5 6 7 8 9 10 11 12

CHECK-IN FORM

Used to record receipt of documents and serials continutations.

SOURCE ORDER DATE

ADDRESS

FUND ☐ _____ ☐ GEN. S. O.

BIND ☐ REC. BD. ☐ PAM ☐ BIND NOW ☐ PRESS BD ☐ BIND LATER ☐ FULL

PROCESS ☐ ADD ☐ _____ "AS IS" ☐ CAT. SEP. ☐ LETTER

VOL. OR NO.	IMPRINT DATE	DATE RECEIVED	VOL. OR NO.	IMPRINT DATE	DATE RECEIVED

FORM 11-67B 27-C-15774-14 PKT

Used to check in publications by state.

Ala	Hawaii	Mass	New Mex	SD
Alaska	Idaho	Mich	N Y	Tenn
Ariz	Ill	Minn	N C	Tex
Ark	Ind	Miss	N D	Utah
Cal	Iowa	Mo	Ohio	Vt
Colo	Kan	Mont	Okla	Va
Conn	Ky	Neb	Ore	Wash
Del	La	Nev	Penn	W Va
Fla	Maine	New H	RI	Wis
Ga	Md	New J	S C	Wyoming

CHECK-IN FORM (PERMANENT RECORD CARD)

TITLE:

	STANDING ORDER	CALL NO.
	ORDERED ITEM BY ITEM	
	GIFT	
	EXCHANGE	
	MEMBERSHIP	
	SUBSCRIPTION	

DEALER: BIND EVERY: FREQUENCY: FUND:

CODE:

INC.

This card is used to record membership payments. It is also used to continue information from the permanent record card when a second card is needed.

CAT. NO. 1-0166D

INV. DATE	INV. NO.	PER. COVERED	AMT.

This is a temporary checking card for new titles.
It is placed in the Kardex when the title is ordered.
It is replaced by permanent cards <u>after</u> the title is cataloged.

Pieces received before the title is cataloged are checked in on this card and sent to the Catalog Dept.

CHECK-IN & PAYMENT RECORD (WEEKLY)

Used for publications more frequent than monthly

PUBLISHER:

ADDRESS:

INV. DATE	INV. NO.	PER. COVERED	AMT.

882 - TRRNT-29761C

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T. P.	I.
VOL.	1														
	2														
YR.	3														
	4														
	5														
VOL.	1														
	2														
YR.	3														
	4														
	5														
VOL.	1														
	2														
YR.	3														
	4														
	5														

INC.

CHECK-IN & PAYMENT RECORD (DAILY)

Used for publications more frequent than weekly

PUBLISHER:

ADDRESS:

INV. DATE	INV. NO.	PER. COVERED	AMT.

882 - TRRNT-29761B

YEAR: VOL.:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

INC.

CHECK-IN & PAYMENT RECORD FOR PERIODICALS (MONTHLY)

INV. DATE	INV. NO.	PER. COVERED	AMT.	INV. DATE	INV. NO.	PER. COVERED	AMT.

PUBLISHER:

ADDRESS:

VOL.	YR.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T. P.	I.

INC.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

CHECK-IN & PAYMENT RECORD FOR CONTINUOUSLY NUMBERED PUBLICATIONS

INV. DATE	INV. NO.	PER. COVERED	AMT.	INV. DATE	INV. NO.	PER. COVERED	AMT.	INV. DATE	INV. NO.	PER. COVERED	AMT.

PUBLISHER:

ADDRESS:

882 - TRRNT-29761 E

01	11	21	31	41	51	61	71	81	91
02	12	22	32	42	52	62	72	82	92
03	13	23	33	43	53	63	73	83	93
04	14	24	34	44	54	64	74	84	94
05	15	25	35	45	55	65	75	85	95
06	16	26	36	46	56	66	76	86	96
07	17	27	37	47	57	67	77	87	97
08	18	28	38	48	58	68	78	88	98
09	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	00

INC.

CHECK-IN AND PAYMENT RECORDS

SOURCE:

ORDER NO: DATE: BEGIN WITH: FUND:

LIBRARY HAS:

	YEAR	VOL	NUMBER	TP & INDEX	REC'D	INV. NO.	DATE	COST	INV. APPRD.
LC ( )									
ULS ( )									
NST ( )									
S. O. ( )									
CONT ( )									
GIFT ( )									
EXCH ( )									
MEMB ( )									
ANALS ( )									
SER. USED ( )									
SER. NOT USED ( )									

DESTINATION: FREQUENCY:

SOURCE:

ORDER NO: DATE: BEGIN WITH: FUND:

LIBRARY HAS:

	AUTHOR	TITLE	VOL	NO.	YEAR	REC'D	INV. NO.	DATE	COST	INV. APPRD.
LC ( )										
ULS ( )										
NST ( )										
S. O. ( )										
CONT ( )										
GIFT ( )										
EXCH ( )										
MEMB ( )										
ANALS ( )										
SER. USED ( )										
SER. NOT USED ( )										

DESTINATION: FREQUENCY:

PERIODICALS CHECK-IN CARD

Lib. has:

TP & Index	Year	Vol.	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	TP & I
LC ULS NST															
( ) SUB ( ) GIFT ( ) MEMB ( ) EXCH															
Bind															

Renew: Slow by: Frequency:

DESTINATION:

PERIODICALS PAYMENT CARD

SOURCE: PUBLISHER:

ORDER NO. DATE: FUND: DESTINATION:

YEAR	VOL	INV. NO.	DATE	BEGINS	EXPIRES	COST	DATE APPR.	Missing	Claimed	From	Reply

722515

Periodicals Source card

CHECK-IN RECORD

YEAR	SER.	VOL.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.

DEST:

PAYMENT RECORD

TITLE _____

_____

AGENT _____

DATE ENTERED	INVOICE NO.	INVOICE DATE	PRICE PAID	AGENT NO.	EXPIRATION	YEAR	VOLUME	NOTATIONS

FORM NO. 33 REV. /3M/11-70 INVOICE RECORD CARD PR-1

CHECK-IN FORM (PERMANENT RECORD CARD)

Main Entry (begin. date):

Publ.

Add.

Subscrip. start

Frequency:

Price:

Cataloging:
Yes____ No____
Call No.:

Dest.:
Requ. date:
Agent:
Source:
Blanket Subsc.: ☐
Membership: ☐
L. C. Cd. No.:

Back vols. ordered:

Country:

Language:

Holdings:

COO ☐

Library Symbol:
UU

Add_____
CS (anal.)_____
CSCL_____
UN Doc.___US Doc.___
Marked by:
(Vol./Yr./Etc.)

Verified:

Indexed:

X Ref.:

Spec. Notes:

Requ. by:

Dept.

Computer Codes
- ☐ Membership
- ☐ Parent or Group
- ☐ Dead
- ☐ Microform
- ☐ C (Maps)
- ☐ Airmail
- ☐ Tracing
- ☐ Copy No.____
- ☐ Restricted
- ☐ Abstract or Index

CHECK-IN CARD

Year	Ser.	Vol.	Date Received	Year	Ser.	Vol.	Date Received

DEST:

CHECK-IN FORMS (DAILY, MONTHLY AND CONSECUTIVELY NUMBERED SERIES)

Year	Vol.	Mo.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Jan.																															
		Feb.																															
		Mar.																															
		Apr.																															
		May																															
		Jun.																															
		July																															
		Aug.																															
		Sep.																															
		Oct.																															
		Nov.																															
		Dec.																															

DEST:

Year	Ser.	Vol.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P.	I.

DEST:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00

CHECK-IN AND PAYMENT RECORDS

daily Card

Bound | At Bindery | Incomplete

Call No.
Set at
Source

Mo. & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan.																															
Feb.																															
Mar.																															
Apr.																															
May																															
June																															
July																															
Aug.																															
Sept.																															
Oct.																															
Nov.																															
Dec.																															

Fund

Bill	For	Cost

Publisher

Claimed

P.U.L. Form 65

Weekly

Bound | At Bindery | Incomplete

Call No.
Set at
Source

Year	Ser.	V.		Bill	For	Cost	Fund

Publisher

Nos. per vol. | Vols. per year | Issued | Price

Title Page and Index
None
Send for
Loose
Last No.
Next Vol.

Remarks:

231

CHECK-IN AND PAYMENT RECORDS

Monthly card

YEAR	VOL.	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	INDEX

CALL NO.
LOCATION
SOURCE
FUND
S.O.#
BEG. WITH
REC. BY
ISSN
INDEX DUE:

monographic series card

REC'D.	NO.	ITEM	REC'D.	NO.	ITEM

MCS FOR
FUND
SOURCE
S.O. NO.
BEGIN WITH
REC. BY

232

General card

Call No.
Set at
Source

Bound			At Bindery			Incomplete
Received	Item	Billed	Received	Item	Billed	Publisher
						Claimed
						Title Page and Index None Send for Loose Last No. Next Vol.

General card

Call No.
Set at
Source

Bound						At Bindery						
Vol.	Period	Rec'd	Vol.	Period	Rec'd	Vol.	Period	Rec'd	Vol.	Period	Rec'd	Claimed

Call No.
Set at
Source
Fund

01	31	61	91	121	151	181	211	241	271	301	331	361	391	421	451	481
02	32	62	92	122	152	182	212	242	272	302	332	362	392	422	452	482
03	33	63	93	123	153	183	213	243	273	303	333	363	393	423	453	483
04	34	64	94	124	154	184	214	244	274	304	334	364	394	424	454	484
05	35	65	95	125	155	185	215	245	275	305	335	365	395	425	455	485
06	36	66	96	126	156	186	216	246	276	306	336	366	396	426	456	486
07	37	67	97	127	157	187	217	247	277	307	337	367	397	427	457	487
08	38	68	98	128	158	188	218	248	278	308	338	368	398	428	458	488
09	39	69	99	129	159	189	219	249	279	309	339	369	399	429	459	489
10	40	70	100	130	160	190	220	250	280	310	340	370	400	430	460	490
11	41	71	101	131	161	191	221	251	281	311	341	371	401	431	461	491
12	42	72	102	132	162	192	222	252	282	312	342	372	402	432	462	492
13	43	73	103	133	163	193	223	253	283	313	343	373	403	433	463	493
14	44	74	104	134	164	194	224	254	284	314	344	374	404	434	464	494
15	45	75	105	135	165	195	225	255	285	315	345	375	405	435	465	495
16	46	76	106	136	166	196	226	256	286	316	346	376	406	436	466	496
17	47	77	107	137	167	197	227	257	287	317	347	377	407	437	467	497
18	48	78	108	138	168	198	228	258	288	318	348	378	408	438	468	498
19	49	79	109	139	169	199	229	259	289	319	349	379	409	439	469	499
20	50	80	110	140	170	200	230	260	290	320	350	380	410	440	470	500
21	51	81	111	141	171	201	231	261	291	321	351	381	411	441	471	
22	52	82	112	142	172	202	232	262	292	322	352	382	412	442	472	
23	53	83	113	143	173	203	233	263	293	323	353	383	413	443	473	
24	54	84	114	144	174	204	234	264	294	324	354	384	414	444	474	
25	55	85	115	145	175	205	235	265	295	325	355	385	415	445	475	
26	56	86	116	146	176	206	236	266	296	326	356	386	416	446	476	
27	57	87	117	147	177	207	237	267	297	327	357	387	417	447	477	
28	58	88	118	148	178	208	238	268	298	328	358	388	418	448	478	
29	59	89	119	149	179	209	239	269	299	329	359	389	419	449	479	
30	60	90	120	150	180	210	240	270	300	330	360	390	420	450	480	

bill record - filed facing check-in record

NO.	INV. NO.	DATE	AMT. PAID	TO BKPG	NO.	INV. NO.	DATE	AMT. PAID	TO BKPG
FIRST TIME RENEWAL			REC. BY	DATE / DECI-SION					

FUND	S.O. NO.	SOURCE	LOC.

CHECK-IN FORMS (RECTO SIDES ONLY SHOWN)

Permanent record card used for recording permanently retained volumes by volume number. The volumes are noted as either bound, unbound or on microfilm. Annual publications are also recorded on this card.

☐ ANALS
☐ WANT LIST
SOURCE:
FREQUENCY:

INDEXED IN:

☐ STATE DOC.
☐ GIFT
☐ EXCHANGE
☐ PURCHASE:

201	221	241	261	281	301	321	341	361	381
202	222	242	262	282	302	322	342	362	382
203	223	243	263	283	303	323	343	363	383
204	224	244	264	284	304	324	344	364	384
205	225	245	265	285	305	325	345	365	385
206	226	246	266	286	306	326	346	366	386
207	227	247	267	287	307	327	347	367	387
208	228	248	268	288	308	328	348	368	388
209	229	249	269	289	309	329	349	369	389
210	230	250	270	290	310	330	350	370	390
211	231	251	271	291	311	331	351	371	391
212	232	252	272	292	312	332	352	372	392
213	233	253	273	293	313	333	353	373	393
214	234	254	274	294	314	334	354	374	394
215	235	255	275	295	315	335	355	375	395
216	236	256	276	296	316	336	356	376	396
217	237	257	277	297	317	337	357	377	397
218	238	258	278	298	318	338	358	378	398
219	239	259	279	299	319	339	359	379	399
220	240	260	280	300	320	340	360	380	400

CROSS REFERENCES:

1 2 3 4 5 6 7 8 9 10 11 12

CHECK-IN FORMS (RECTO SIDES ONLY SHOWN)

Permanent record card used for recording permanently retained volumes that are published in split year patterns. The volumes are noted as bound, unbound or on microfilm.

☐ ANALS
☐ WANT LIST
SOURCE:
FREQUENCY:

INDEXED IN:

☐ STATE DOC.
☐ GIFT
☐ EXCHANGE
☐ PURCHASE:

1900/01	1920/21	1940/41	1960/61	1980/81
1901/02	1921/22	1941/42	1961/62	1981/82
1902/03	1922/23	1942/43	1962/63	1982/83
1903/04	1923/24	1943/44	1963/64	1983/84
1904/05	1924/25	1944/45	1964/65	1984/85
1905/06	1925/26	1945/46	1965/66	1985/86
1906/07	1926/27	1946/47	1966/67	1986/87
1907/08	1927/28	1947/48	1967/68	1987/88
1908/09	1928/29	1948/49	1968/69	1988/89
1909/10	1929/30	1949/50	1969/70	1989/90
1910/11	1930/31	1950/51	1970/71	1990/91
1911/12	1931/32	1951/52	1971/72	1991/92
1912/13	1932/33	1952/53	1972/73	1992/93
1913/14	1933/34	1953/54	1973/74	1993/94
1914/15	1934/35	1954/55	1974/75	1994/95
1915/16	1935/36	1955/56	1975/76	1995/96
1916/17	1936/37	1956/57	1976/77	1996/97
1917/18	1937/38	1957/58	1977/78	1997/98
1918/19	1938/39	1958/59	1978/79	1998/99
1919/20	1939/40	1959/60	1979/80	1999/2000

CROSS REFERENCES:

1 2 3 4 5 6 7 8 9 10 11 12

CHECK-IN FORM (DAILY & WEEKLY)

RECTO & VERSO

DATAVUE C - 018528 - PKT - SP

DESTINATION:

☐ STATE DOC.
☐ GIFT
☐ EXCHANGE
☐ PURCHASE:

ADDRESS:

SOURCE:

FREQUENCY:

YEAR | VOL. | INDEX REC'D. | BIND. NOTIFICATION:

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY																															
FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															
JULY																															
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															

1 2 3 4 5 6 7 8 9 10 11 12

MISSING OR DUP. NOS. WROTE REPLY ACTION

SUPPLEMENTS:

T.P.I. INFORMATION:

BINDING:

CHECK-IN FORM (BIMONTHLY, SEMI-MONTHLY AND QUARTERLY)

RECTO & VERSO

C-018529-PKT-SP

DESTINATION:

☐ STATE DOC.
☐ GIFT
☐ EXCHANGE
☐ PURCHASE:

SOURCE:

ADDRESS:

FREQUENCY:

YEAR	SER.	VOL.	JAN	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	INDEX	BIND. NOTIFICATION
												1 2	3 4	5 6	7 8	9 10 11 12

MISSING OR DUP. NOS. WROTE REPLY ACTION

SUPPLEMENTS:

T.P.I. INFORMATION:

BINDING:

CHECK-IN FORM (IRREGULAR OR SEMI-ANNUAL)

RECTO & VERSO

DESTINATION:

STATE DOC.
GIFT
EXCHANGE
PURCHASE:

SOURCE:

ADDRESS:

FREQUENCY:

	INDEX	BIND. NOTIFICATION

1 2 3 4 5 6 7 8 9 10 11 12

MISSING OR DUP. NOS. WROTE REPLY ACTION

SUPPLEMENTS:

T.P.I. INFORMATION:

BINDING:

CHECK-IN FORM (DAILY)

CALL No.

YEAR | VOL.

P

G

E

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN.																															
FEB.																															
MAR.																															
APR.																															
MAY																															
JUNE																															
JULY																															
AUG.																															
SEPT.																															
OCT.																															
NOV.																															
DEC.																															

UAL Form #56D

CHECK-IN FORM (WEEKLY)

CALL No.

JA | F | MR | AP | MY | JE | JY | AG | S | O | N | D

P

G

E

TITLE PAGE

INDEX

YEAR	SER	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TP	I	
																	240

UAL Form #56C

CHECK-IN FORM (MONTHLY)
Also used for quarterly publications

CALL No.

JA	F	MR	AP	MY	JE	JY	AG	S	O	N	D

P	TITLE PAGE
G	INDEX
E	

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TP	I	

UAL Form #56E

CHECK-IN FORM (ANNUAL)
Also used for irregular publications

CALL No.

P	
G	
E	

UAL Form #56A

CHECK-IN FORMS

This is a cross-reference or back-up card. It is used for cross-references to other titles in the kardex and it is also used to record supplements, indexes, etc. It is also used as a membership card to list publications received on membership.

TITLE:

PUBLISHER:

AGENT:

FUND:

CBR 13

DAILY CHECK-IN FORM

TITLE:

PUBLISHER:

AGENT:

FUND:

HOLDINGS:

CBR 12

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN.																																
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MAY																																
JUNE																																
JULY																																
AUG.																																
SEPT.																																
OCT.																																
NOV.																																
DEC.																																

CHECK-IN FORM (WEEKLY)

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

CSR 10

MONTH	NO.	DATE	REC'D.	NO.	DATE	REC'D.	NO.	DATE	REC'D.	NO.	DATE	REC'D.	NO.	DATE	REC'D.
JAN.															
FEB.															
MAR.															
APRIL															
MAY															
JUNE															
JULY															
AUG.															
SEPT.															
OCT.															
NOV.															
DEC.															
T.P. & I.															

CHECK-IN FORM (MONTHLY)

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

Ser 108

V.	NO.		DATE REC'D	V.	NO.		DATE REC'D	V.	NO.		DATE REC'D	V.	NO.		DATE REC'D
		JAN.				JAN.				JAN.				JAN.	
		FEB.				FEB.				FEB.				FEB.	
		MAR.				MAR.				MAR.				MAR.	
		APR.				APR.				APR.				APR.	
		MAY				MAY				MAY				MAY	
		JUN.				JUN.				JUN.				JUN.	
		JUL.				JUL.				JUL.				JUL.	
		AUG.				AUG.				AUG.				AUG.	
		SEPT.				SEPT.				SEPT.				SEPT.	
		OCT.				OCT.				OCT.				OCT.	
		NOV.				NOV.				NOV.				NOV.	
		DEC.				DEC.				DEC.				DEC.	
T.P. & I.															

CHECK-IN FORM (MONTHLY)

Monthly form without months listed. It is used to check in publications that are published irregularly or for which months are not listed.

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

CSR 7

V.	NO.		DATE REC'D	V.	NO.		DATE REC'D	V.	NO.		DATE REC'D	V.	NO.		DATE REC'D

T.P. & I.

CHECK-IN FORM (QUARTERLY)

Used to check in publications that are published two to four times a year.

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

Ser 106

YEAR	SER	VOL	NO.	DATE REC'D	NO.	DATE REC'D	NO.	DATE REC'D	NO.	DATE REC'D	T.P. & I.

CHECK-IN FORM (QUARTERLY)

Used for those quarterly publications in which each number of the volume is published in a different year.

TITLE:

PUBLISHER: AGENT:

FUND:

CSR 15

V.	#	YEAR	DT. RECD.	#	YEAR	DT. RECD.	#	YEAR	DT. RECD.	#	YEAR	DT. RECD.

CHECK-IN FORM (NUMBER AND DATE)

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

CSR 5

	NUMBER	YEAR	DATE REC'D		NUMBER	YEAR	DATE REC'D		NUMBER	YEAR	DATE REC'D

CHECK-IN FORM (FISCAL YEAR)

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

CBR 3

SERIES	VOLUME	YEAR	DATE REC'D	SERIES	VOLUME	YEAR	DATE REC'D	SERIES	VOLUME	YEAR	DATE REC'D
		1960/61				1971/72				1982/83	
		1961/62				1972/73				1983/84	
		1962/63				1973/74				1984/85	
		1963/64				1974/75				1985/86	
		1964/65				1975/76				1986/87	
		1965/66				1976/77				1987/88	
		1966/67				1977/78				1988/89	
		1967/68				1978/79				1989/90	
		1968/69				1979/80				1990/91	
		1969/70				1980/81				1991/92	
		1970/71				1981/82				1992/93	

CHECK-IN FORM (ANNUAL OR IRREGULAR)

TITLE:

PUBLISHER: AGENT:

FUND:

HOLDINGS:

CBR 4

			DATE REC'D				DATE REC'D				DATE REC'D

0174-13 (Rev. 8/17/55)

DAILY

16—58107-2

	VOL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	T. P.	IND.
JAN.																																		
FEB.																																		
MAR.																																		
APR.																																		
MAY																																		
JUNE																																		
JULY																																		
AUG.																																		
SEP.																																		
OCT.																																		
NOV.																																		
DEC.																																		

BINDING RECORD				
	VOLUME			
	SENT			
	BLOCK AND ITEM			

SOURCE:

COPIES:

SETS BOUND

0174-14 (Rev. 8/17/55)

WEEKLY

16—58106-2

	VOL.	DATE OR NUMBER					T. P. & I.	BINDING RECORD VOL.	BINDING RECORD SENT		VOL.	DATE OR NUMBER					T. P. & I.	BINDING RECORD VOL.	BINDING RECORD SENT
JAN.										JAN.									
FEB.										FEB.									
MAR.										MAR.									
APR.										APR.									
MAY										MAY									
JUNE										JUNE									
JULY										JULY									
AUG.										AUG.									
SEP.										SEP.									
OCT.										OCT.									
NOV.										NOV.									
DEC.										DEC.									

SOURCE:

COPIES:

SETS BOUND

LW 4/68c (2/56)

MONTHLY

GPO : 1968 O - 313-728

VOLUME	YEAR	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	IND.

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE: | COPIES: | SETS BOUND

LW 4/68d (5/59)

IRREGULAR

GPO : 1968 O - 313-728

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE: | COPIES: | SETS BOUND

LW 4/68f (rev 10/62)

NUMBERED SERIES OR ANNUAL—LONG FORM 1

GPO : 1968 O - 313-728

1	12	23
2	13	24
3	14	25
4	15	26
5	16	27
6	17	28
7	18	29
8	19	30
9	20	31
10	21	32
11	22	33

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM

SOURCE:

COPIES:

SETS BOUND

LW 4/68f (rev 10/62)

NUMBERED SERIES OR ANNUAL—LONG FORM 2

GPO : 1968 O - 313-728

34	45	56
35	46	57
36	47	58
37	48	59
38	49	60
39	50	61
40	51	62
41	52	63
42	53	64
43	54	65
44	55	66

BINDING RECORD

VOLUME	SENT	BLOCK	ITEM	VOLUME	SENT	BLOCK	ITEM	VOLUME		BLOCK	ITEM

SOURCE:

COPIES:

SETS BOUND

LC 67-11c
(1-62)

NUMBERED SERIES OR ANNUAL—LONG FORM 3

GPO 16—58105-2

67	78	89
68	79	90
69	80	91
70	81	92
71	82	93
72	83	94
73	84	95
74	85	96
75	86	97
76	87	98
77	88	99

BINDING RECORD

Volume	Sent	Block	Item	Volume	Sent	Block	Item	Volume	Sent	Block	Item

Source:

Copies:

Sets Bound

LC 67-18 (12/56)

NUMBERED SERIES OR ANNUAL-SHORT FORM

GPO 1969 O—351-993

L. C. 4-3

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	00

BINDING RECORD

Volume	Sent	Block	Item	Volume	Sent	Block	Item	Volume	Sent	Block	Item

Source:

Copies:

Sets Bound

67-24 (5-59)

SUBSERIES AND MAIN SERIES—FORM 3

GPO 16—61897-4

Subseries	Main Series	Subseries	Main Series	Subseries	Main Series

BINDING RECORD

Volume	Sent	Block	Item	Volume	Sent	Block	Item	Volume	Sent	Block	Item

Source: | Copies: | Sets Bound

RECORD OF PERMANENT HOLDINGS

16—66293-2 GPO

RECORD OF PERMANENT HOLDINGS

LC 67-6a (11/66)

"Card Out" used in the Check-In File

LC 67-47 (1/71)

GPO : 1971—O-418-689

Card withdrawn by: .....

For: .....

Date: .....

Entry:

CARD OUT

Temporary record for newly received items

RECEIVED—NOT YET CATALOGUED

SOURCE | ORDER NUMBER | DESTINATION

ISSUE RECEIVED	DATE RECEIVED

Form 9131 7-67 5M 8 36989

Instructions for handling two-entry titles in the check-in file. These include multiple series as well as main series and subseries.

The following sets, published as a part of the above, are extracted from the main set & classed under their individual entries.
Records are to be made on cards for both the main & separate sets.

(Green)

Open entry analytics have been made under the following headings.

(Blue)

The following series, published as part of the above, are also classed separately.

Records are to be made on cards for both series.

(Orange)

CHECK-IN FORMS

Daily

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

DEMCO-145

Title						Frequency No. Copies				
	Year		Vol. No.			Year		Vol. No.		
Week Rec'd	1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

TITLE

FREQUENCY

NOS. PER VOL. VOLS. PER YEAR VOLS. BEGIN TITLE PAGE

VOLS. BOUND INDEX

DEMCO NO. 144

Year	Vol.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	T.P.

CHECK-IN FORMS

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1951	1961	1971	1981	1991	2001	2011	2021
1952	1962	1972	1982	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975	1985	1995	2005	2015	2025
1956	1966	1976	1986	1996	2006	2016	2026
1957	1967	1977	1987	1997	2007	2017	2027
1958	1968	1978	1988	1998	2008	2018	2028
1959	1969	1979	1989	1999	2009	2019	2029
1960	1970	1980	1990	00	2010	2020	2030

SOURCE WHERE PUBLISHED

GIFT PURCHASE DOCUMENT CHECKING RECORD (BY YEAR) DEMCO NO 67-165

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	5	60	70	80	90	00

SOURCE WHERE PUBLISHED

GIFT PURCHASE DOCUMENT CHECKING RECORD DEMCO NO. 67-162

COUNTRY DEPARTMENT

BUREAU OR DIVISION

TITLE

FREQUENCY

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	5	60	70	80	90	00

SOURCE WHERE PUBLISHED

GIFT PURCHASE DOCUMENT CHECKING RECORD DEMCO NO. 67-162

CHECK-IN FORM

Vol. or No.	Period covered			Vol. or No.	Period covered		

SP1(10-71)

CHECK-IN FORM (MONOGRAPHIC SERIES)

No.	Imprint date	Author and title

SP2(10-71)

CHECK-IN FORM (MICROFILM)

Date	Reels	Date	Reels	Date	Reels	Date	Reels

CHECK-IN FORMS

MONTHLY OR QUARTERLY

RRNT-24277 A

PUBLISHER	TITLE PAGE AND INDEX	SUPPLEMENTS
PUBLISHER'S ADDRESS	NONE	
AGENT OR DONOR	SEND FOR	
AGENT'S ADDRESS	LOOSE	
SUBSCRIPTION DATE	LAST NO	
NOS PER VOL. VOLS PER YEAR	NEXT VOL.	
BINDING ORDER NO	SAMPLE BACK	

YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SENT	RETURNED

WEEKLY OR SEMI-MONTHLY

RRNT-24277 B

PUBLISHER	TITLE PAGE AND INDEX	SUPPLEMENTS
PUBLISHER'S ADDRESS	NONE	
AGENT OR DONOR	SEND FOR	
AGENT'S ADDRESS	LOOSE	
SUBSCRIPTION DATE	LAST NO	
NOS PER VOL. VOLS PER YEAR	NEXT VOL	
BINDING ORDER NO	SAMPLE BACK	

YEAR	SER	VOL	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	COLLECTED	BINDERY	
																SENT	RETURNED
																257	

CHECK-IN FORMS

Entry WASHINGTON STATE LIBRARY OLYMPIA, WASHINGTON

Publisher

Sp. Instructions

TITLE	AUTHOR	Pub. date	Date recvd.
SERIALS FILE			
Unnumbered series, check-in card.			

Entry WASHINGTON STATE LIBRARY OLYMPIA, WASHINGTON

Publisher Freq.

CALL NO. Sp. Instructions

Vol., etc.	Part, etc.	Pub. date	Date recvd.	Copy no.	Vol., etc.	Part, etc.	Pub. date	Date recvd.	Copy no.	Vol., etc.	Part, etc.	Pub. date	Date recvd.	Copy no.
		SERIALS FILE												
		numbered + classified serial check-in												

PAYMENT FORMS

Entry _____ WASHINGTON STATE LIBRARY OLYMPIA WASHINGTON

☐ S.O.
☐ SUBS.

FUND ☐ WSL ☐ ILS ☐ HIWAYS

Publisher/Agent _____
Address _____
Sp. Instructions _____

PERIOD	FO NUMBER	DATE	INVOICE NO.	REF. NO.	INV. DATE	COST
	SERIALS FILE					
	Payment card for periodicals + classified ~~per~~ serials					

Entry _____ WASHINGTON STATE LIBRARY OLYMPIA WASHINGTON

☐ S.O.
☐ SUBS.

FUND ☐ WSL ☐ ILS ☐ HIWAYS

Publisher/Agent _____
Address _____
Sp. instructions _____

PERIOD	FO NUMBER	DATE	INVOICE NO.	REFERENCE NO.	INV. DATE	COST
	SERIAL FILE					
	Payment card for memberships, serials shipped directly to branch libraries					

PERMANENT RECORD CARD (RECTO & VERSO

These cards are color-coded: Green indicates a regular entry; pink indicates titles which must be ordered every year (standing orders not accepted by publisher); and buff which indicates that the title is not a cataloged title (also used for cross references, directions for discarding, etc.).

BASIC

( ) FORMER TITLE

HOLDINGS

TITLE CHANGED TO

PUBLISHER

( ) SUBSCRIPTION ACCOUNT

( ) MEMBERSHIP

( ) GIFT

( ) EXCHANGE

AGENT

FORMER TITLE

PAYMENT OVER-RIDER

PAYMENTS

date	invoice no.	price	vol., year	cop.	order no.	comments

CHECK-IN OVER-RIDER (MONTHLY)

MONTHLY

( ) BIND ( ) FORMER TITLE LOCATION OF

( ) MULTI

( ) CUT

FREQUENCY

( ) ANALYZE

T P

I

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
T P I BIND SLIP												
T P I BIND SLIP												
T P I BIND SLIP												
T P I BIND SLIP												
T P I BIND SLIP												

CHECK-IN OVER-RIDERS

NUMERICAL

THE R P LEWIS COMPANY
ACME #132172
LI-3843

FREQUENCY
( ) ANALYZE

( ) BIND _____ ( ) FORMER TITLE
( ) MULTI
( ) CUT

LOCATION OF
T P
I

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100

ANALYTIC

FREQUENCY
( ) ANALYZE

LOCATION OF
T P
I

CHECK-IN FORM (RECTO & VERSO)

ANNUAL

FREQUENCY
ANALYZE

BIND
MULTI
CUT

FORMER TITLE

LOCATION OF
T P

SUBSCRIPTION
ACCOUNT

MEMBERSHIP

GIFT
EXCHANGE

SUBSCRIPTION VOL
STARTS YEAR

DATE	AMT	FOR	ORDER NO	DATE	AMT	FOR	ORDER NO	DATE	AMT	FOR	ORDER NO

WEBER BUSINESS SYSTEMS, INC., LANSING

CHECK-IN FORM (RECTO & VERSO)

WEEKLY

THE R. P. LEWIS CO.

FREQUENCY
( ) ANALYZE

( ) BIND
( ) MULTI
( ) CUT

( ) FORMER TITLE

LOCATION OF

T. P.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
T. P.												
BIND DUE												
T. P.												
BIND DUE												

( ) SUBSCRIPTION
ACCOUNT

MEMBERSHIP

( ) GIFT
( ) EXCHANGE

SUBSCRIPTION VOL.

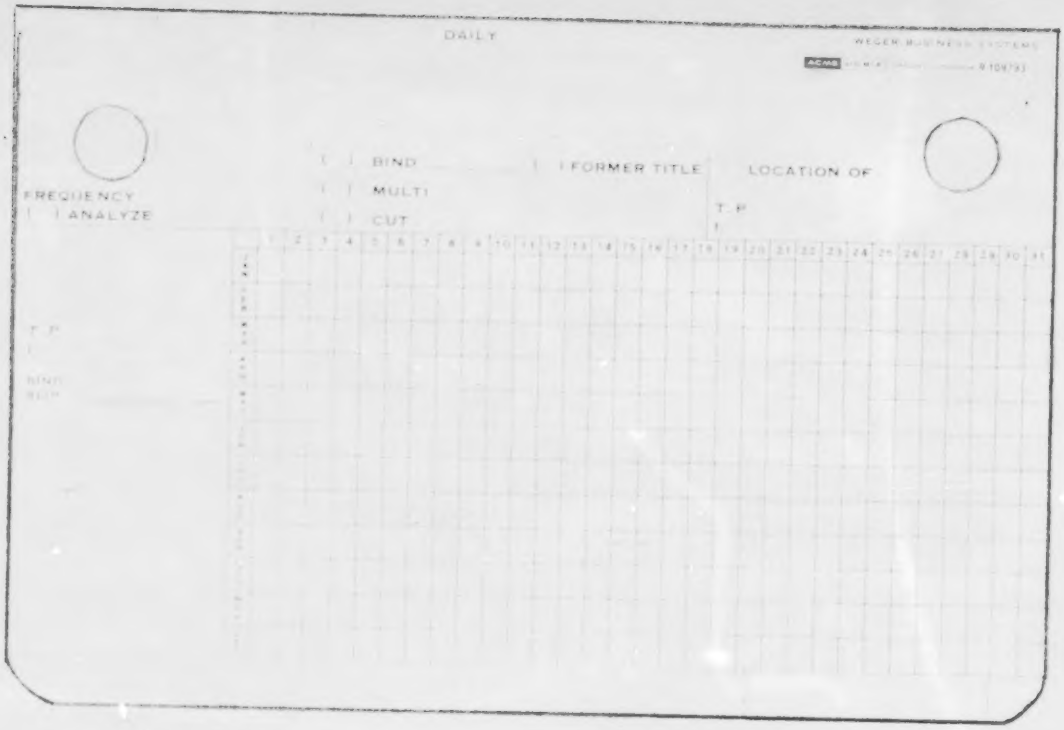
STARTS YEAR

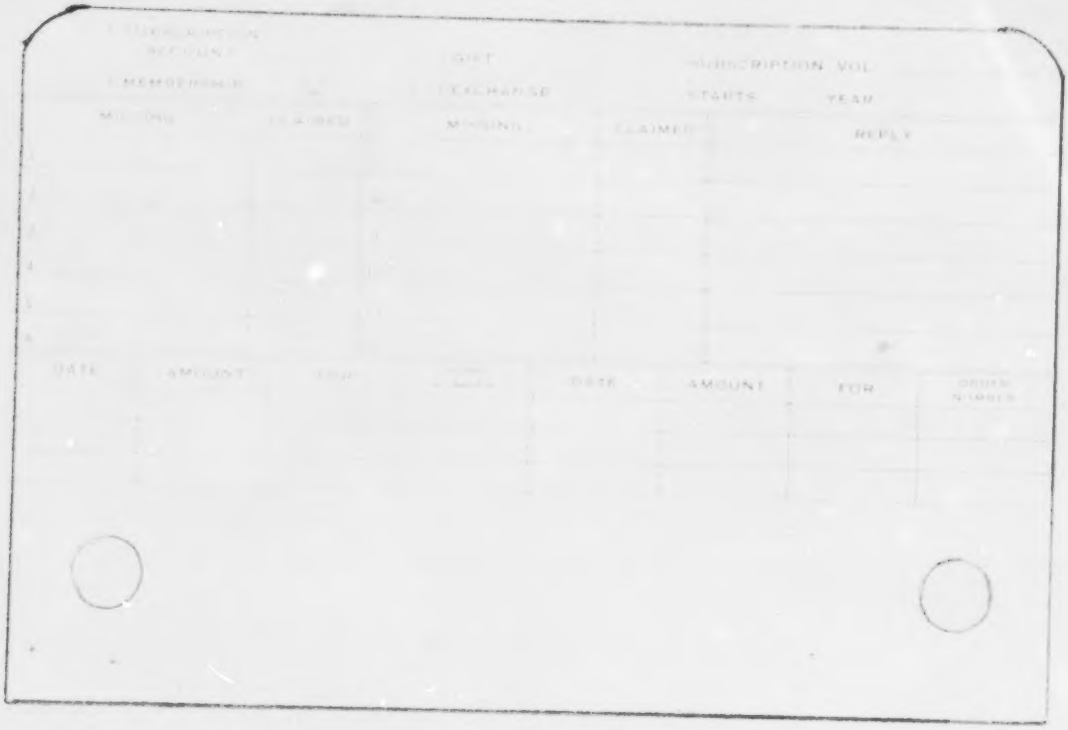
MISSING	CLAIMED		MISSING	CLAIMED	REPLY
1		7			
2		8			
3		9			
4		10			
5		11			
6		12			

DATE	AMOUNT	FOR	ORDER NUMBER	DATE	AMOUNT	FOR	ORDER NUMBER

THE R. P. LEWIS CO.

CHECK-IN FORM (RECTO & VERSO)





FORMS

GROUP 2 CLAIM REPORTS

CLAIM FORMS

Cover note used to route information from vendors or publishers to branch and departmental libraries for their information.

DATE:

TO:

FROM: SERIALS - ACQUISITIONS

THE ATTACHED REPLIES ARE RESPONSES RECEIVED BY SERIALS ACQUISITIONS TO OUR CLAIMS FOR MISSING ISSUES. THE ANSWERS CONTAIN INFORMATION WHICH WE HAVE RECORDED AND WHICH MAY BE VALUABLE TO YOU. IF YOU HAVE ANY QUESTIONS PLEASE CALL 3-8723 AND ASK FOR

_____.

SERIAL CLAIM

CLAIM FORM - Preliminary form to initiate claiming, used by typist then as followup.

From | To

.....Documents Department

.....Serials Department

By.....

For.....

Date.....

Has the material indicated below been received?

.....No .....Yes: date stamped.....

Entry:

Volume, number, and date of issue:

.....Not received

.....Lost .....Mutilated .....Patron billed

.....Damaged in mail

.....Imperfect issue

Gift no.....

Exch. no.....

Pur. no.....

.....Stand. order .....Memb.

.....Subsc. Dealer.....

Remarks:

Claim from:

Form ..... sent ..... Form ..... sent .....

SER 6,25m-12,'74(S2822L)

Form used by Library personnel to initiate a request for missing material. When the claim is processed, the form is returned to the person or location initiating the request.

REQUEST FOR CLAIM OF SERIAL NEVER RECEIVED

TITLE: _____

ISSUE(S) DATE(S): _____

VOL.(S) & NO.(S): _____

Please circle one: Received as SUBSCRIPTION
GIFT
EXCHANGE

REQUESTED BY: _____

CLAIM MADE: _____ BY: _____
DATE

Notes:

Five part color-coded form used by Library personnel to initiate a claim.

Call no.

Title

Missing Vol. No. Date Year

Weekly Monthly Quarterly

Agent/Publisher

Invoice no:

Order no: Date:

CLAIM REPORTS

Call No.	Title			Claim Date
				Destination
Missing	V.	No.	Mon.	Yr.
Last rec'd	V.	No.	Mon.	Yr.
Source			Initials	

050/4-75/2000

Library_____ CLAIM REQUEST _____date

TITLE:

Volume_____Year_____Nos. Lacking_____

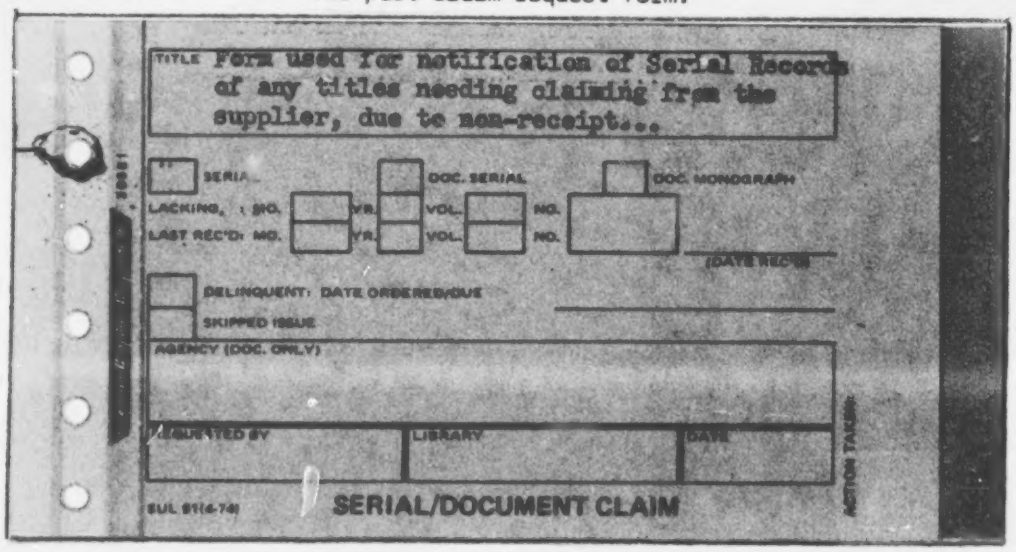
Volume_____Year_____Nos. Lacking_____

Other:

SERIALS REPLY

Too old to claim_____
Too soon to claim_____
Must be B-Ordered_____
Must order thru Serials Repl. Clerk_____
Received_____
Date claimed_____

Two-part claim request form:


TITLE Form used for notification of Serial Records of any titles needing claiming from the supplier, due to non-receipt...

SERIAL
DOC. SERIAL
DOC. MONOGRAPH
LACKING: NO. YR. VOL. NO.
LAST REC'D: NO. YR. VOL. NO.
(DATE REC'D)
DELINQUENT: DATE ORDERED/DUE
SKIPPED ISSUE
AGENCY (DOC. ONLY)
REQUESTED BY
LIBRARY
DATE
ACTION TAKEN
SUL 91(4-74)
SERIAL/DOCUMENT CLAIM

SERIALS CLAIM REPORT 272

Record to keep in Kardex

Author-Title Classification Number

Date Claimed	Volume	Issue	Year	Comment

SAMPLE (see over)

CLAIM/WANTING SLIP

Call no. GV1060.8.W65

Title Women's Track & Field World

Issue no./date 9:1 (Ja. 1975)

On shelf? Yes ___ No X

Claim sent (date) ___ to Publishers Agent

2d Claim sent (date) ___

Put on wanting (date) ___

Return slip to Serials Dept.

*Title: Form sent to Prep & Seq dept. by area and branch librarians indicating msg. issues

Vol. No. Mo. Yr.

Publisher and Address:

Send reply to:
Requested by:
Date:

Check one ___ Claim ___ Repl.

*Complete entry as used in public catalog.

#55

CLAIM REPORTS

..... no.	Title
Fund	Please claim vol. no.
☐ If cannot be claimed, purchase replacement.	
☐ Replace lost copy.	
Remarks:	
UCL 567-68	Signature _____ Department _____

The top half of the following form is used to notify the Periodical Department that a periodical issue is missing and that a three week search has been made. The lower half is used by the Periodical Department if the missing issue must be ordered.

Form no. 1			
Vol.	No.	Mo.	Yr.
Claim	Replace	Never had	Uncertain
Search made 1 week apart			
Stacks			
Circulation			
Sorting shelves			
Location	Init.	Date	
Do not write below this line			
Source	Date	Recd.	Invoice
Publisher			
Single issue cats			
USBE			072/3-75/1000

CLAIM FORMS (MULTI-PART AND COLOR-CODED)

500,308

SYSTEMS & FORMS CO., INC., P.O. BOX 311, ANN ARBOR, MICHIGAN

UNIVERSITY of MICHIGAN - Serial Claim

From:
Publishers Address:

Date:

Call
Number

☐ other:

We will appreciate your sending this material to complete our files. PLEASE NOTIFY US AS TO THE ACTION YOU ARE TAKING BY MEANS OF THE ATTACHED FORM. Thank you.

VENDOR REPORT

CLAIM FORMS (MULTI-PART AND COLOR-CODED)

THOMAS A. COLUCCI PRINTING CO. EAST SYRACUSE, N. Y.

PART 1 - VENDOR
PART 2 - VENDOR
PART 3 - FILE
PART 4 - ORIGINATOR

CLAIM FOR ISSUES OF SERIALS NOT RECEIVED

FROM: _____

TO: (CLAIMS) SYRACUSE UNIVERSITY LIBRARY

DATE: SIGNATURE _____

LIBRARY USE ONLY:

KARDEX _____ SUBN. PAID _____

TITLE: _____

DATE(S) VOLUME(S) ISSUE NUMBER(S)

THE ABOVE ISSUES OF THE PUBLICATION STATED HAVE NOT BEEN RECEIVED ON OUR SUBSCRIPTION. CAN YOU PLEASE LET US HAVE THEM OR REPORT ON THE DUPLICATE COPY OF THIS ORDER CLAIM.

CLAIM NO. _____ DATE _____ SIGNATURE _____

TO

SHIP TO:

SYRACUSE UNIVERSITY LIBRARY
CLAIMS DEPT.
SYRACUSE, N. Y. U.S.A. 13210

CLAIM FOR ISSUES OF SERIALS NOT RECEIVED

CLAIM FORMS (MULTI-PART AND COLOR-CODED)

S-13496-2 WOODWARD ASSOCIATES, INC., FAYETTEVILLE, N. Y. 13066

Syracuse University Library, Syracuse, New York 13210
PERIODICAL CLAIM DEPT. CLAIM DATE: _____

PLEASE REPLY AS TO THE STATUS OF THE MISSING ISSUES LISTED BELOW:

TITLE:	REPLY
	( ) MATERIAL BEING SENT.
OUR ORDER NO.:	
DATE:	( ) OUT OF PRINT; NOT AVAILABLE.
VOLUME:	
ISSUE(S):	( ) OUT OF PRINT; AVAILABLE FROM:
PD. ON INV. NO.:	
	Thank you.

Date _____

According to our records, we have a standing order for: _____

_____

We have not received: _____

_____

Please supply as soon as possible, or report to:

E. M. Cudahy Library
6525 North Sheridan Road
Chicago, Illinois 60626

By: _____

CLAIM FORMS (MULTI-PART AND COLOR-CODED)

PERIODICALS DESK
MICHIGAN DEPARTMENT OF EDUCATION
BUREAU OF LIBRARY SERVICES
735 E. MICHIGAN, LANSING, MICHIGAN 48913

TO:

GENTLEMEN: DATE:_____

Please send us _____ (issues not received) ~~copy (copies) of your catalog for academic year~~

_____ Free

_____ If charge notify before sending.

②

Entry: CLAIM CLAIM CLAIM Purge date:

Lib. Use Only
Call No.:

OPTION NO.

University of Kentucky Libraries
Acquisitions Department
Central Serials Record
Lexington, Kentucky 40506

Has not been received
Please supply on our
subscription/standing order
gift/exchange

(PLEASE SUPPLY OR REPORT)
Thank you.

Claim from:

Date sent: Vendor:

CLAIM CLAIM Date_____

Entry_____

Vol./number_____

Call no. Location _____

Publisher address

REPLY

1. sent (date) _____
2. out of print _____
3. not yet published _____
4. suspended; ceased with _____
5. no record of order _____
6. other (please reply on back)

Claimed from
Vendor_____

Reply to: Serials Unit, General Libraries, The University of Texas at Austin, Austin Texas 78712

CLAIM FORMS (MULTI-PART AND COLOR-CODED)

1361 *Wilsnap* WILCO BUSINESS FORMS, INC. ITHACA, N.Y. PAPER PATENTED BY NCR CO.

CORNELL UNIVERSITY LIBRARIES
SERIALS DEPARTMENT
ITHACA, N.Y. 14850

CLAIM NOTICE: DATE:

We have failed to receive the following publication:
Title:

Vol.: No.: Date:

If no longer available, please return this notice.

Requested by: Date of Request:

McBrides & Werner, Inc., Washington, D. C.

PERIODICALS AND SERIALS CLAIM

Title:

Vol., No., Date:

Publ. or Agent:

The above item has not been received by:
Catholic University of America Library
Periodicals Division
Washington 17, D. C.

*Claim Date*_____

FM 560 PC 1 DCU

CLAIM FORMS IN POST CARD FORMAT

LIBRARY ASSOCIATION OF PORTLAND

801 S.W. TENTH AVENUE, PORTLAND, OREGON 97205

Gentlemen:

This Library has been receiving _____ _____ as a gift from you. We find that we lack _____ and shall appreciate having _____ number to complete our file. If you cannot spare, will you kindly notify us.

Periodical claim for gift subscriptions (Periodical Dept.)

Periodical Department

F18

LIBRARY ASSOCIATION OF PORTLAND

801 S.W. 10TH AVENUE, PORTLAND, OREGON 97205

This Library has been receiving _____ _____ as a gift from you, but no issues have reached us since _____. We should be grateful for a continuance of the gift. If, however, it seems best to you to discontinue it, will you kindly notify us so that we can change our records.

Periodical claim for gift subscriptions (Periodical Dept.)

Sincerely yours,

Periodical Department

F13

We have not yet received our subscription copy of the following. Will you please send it now.

Periodical Librarian
Public Library
5 Washington Street
Newark, New Jersey 07101

CLAIM FORMS IN POST CARD FORMAT

LIBRARY ASSOCIATION OF PORTLAND

801 S. W. TENTH AVENUE, PORTLAND, OREGON 97205

_____ 19___

Your publication _____

_____ has not been received. We hope that it may be sent as soon as possible in order that our files may be complete. The last number was _____.

Periodical claim for paid subscriptions (Periodical Dept.)

Sincerely yours,

Periodical Division

F10

UNIVERSITY OF ARIZONA LIBRARY
TUCSON, ARIZONA 85721

According to our records, we have not received the following:

Subject:

☐ Order #

Dated:

☐ Earlier issues received on:

☐ Subscription

☐ Gift basis

☐ Exchange

Kindly supply this publication at your earliest convenience, or tell us when we may expect to receive it. Your prompt attention to this request will help us keep our program of acquisitions current, and will be deeply appreciated. Please address reply to:

UAL Form #54A
Rev. 6-69

CLAIM NOTICE

Gentlemen:

According to our records, we have not received the periodical

_____. Our subscription was paid for on your invoice #_____. If you cannot locate our order, if the items are out-of-print, or if for other reasons you cannot supply, please notify us.

Please send the missing issues to:

Serials Dept., Library
Florida Technological University
P. O. Box 25000
Orlando, Florida 32816

Thank you.

740823

CLAIM FORMS IN POST CARD FORMAT

Forms sent
only serials
[illegible]

UNIVERSITY OF MISSOURI LIBRARY

Columbia, Missouri

Of the publications which you have regularly sent us

( ) on exchange
( ) as a gift
we have not received:

We shall be grateful if you can supply the missing numbers so that our files will not be broken.

Serials Department

BY

Form 50

UNIVERSITY OF MISSOURI - COLUMBIA

University Library Columbia, Missouri

The following publication due on subscription has not been received:

Will you kindly forward this missing number?

Form 46

THE LIBRARY
UNIVERSITY OF MISSISSIPPI
University, Mississippi 38677

We failed to receive

Will you please supply the missing item(s)?

Very truly yours,

Serials Section

CLAIM FORMS IN POST CARD FORMAT

CLEVELAND PUBLIC LIBRARY
Order Department

We regret to report that the_____

number of _____
received by this Library on subscription, has reached us in imperfect condition. If you can send a perfect copy, we shall appreciate your courtesy.

Date_____

Aubree C. Brandow
Head, Order Department

2537 Imperfect report postal

CLEVELAND PUBLIC LIBRARY
Order Department - Serials Section

The following item, due on regular subscription, has not been received:

Will you please forward it to us at your earliest convenience.

Date_____

2541 Pur-Short

CLEVELAND PUBLIC LIBRARY
Order Department
Serials Section

We would appreciate it if you would send us for binding purposes.

TITLE PAGE and INDEX to

Date _____

Serials Supervisor

2540 tpi.

CLAIM FORMS IN POST CARD FORMAT

SERIALS DEPARTMENT
MEMORIAL LIBRARY, UNIVERSITY OF WISCONSIN
MADISON, WISCONSIN 53706

DEAR SIR:

We claim as never received:

_____

for _____ *19* ___ *, Vol.* _____ *No.* _____

on our subscription, placed with _____ *Agency.*

Please supply a copy for completion of our file for binding.

Respectfully,

M-181

Serials Department
Memorial Library, University of Wisconsin
Madison, Wisconsin 53706, U. S. A.

Gentlemen:

We have been pleased to receive your publication:

Our files of this publication lack:

If copies are available, we shall appreciate it if you will supply us with one copy of each for the completion of our files, as well as future issues.

Very truly yours,

_____

Claim card (used when letter form not needed) **CLAIM**

From:

Serial Dept.
Stanford University Libraries
Stanford, Calif.

To:

Title: .....

.....

Vol., issue no., date: .....

REPORT: Mat'l. sent ..... Date ..... Not yet published .....

We are claiming ..... OP ..... Searching ..... Suspended .....

Ceased publication ..... Other remarks .....

SUL-90

CLAIM FORMS IN POST CARD FORMAT

SERIALS DEPARTMENT
The Library
University of Nevada-Reno
Reno, Nevada 89507

The Serials Department has failed to receive:

Will you kindly forward the missing number(s)?

claim card

Alderman Library
Serials/Periodicals/ /Gifts/Exchange
University of Virginia
Charlottesville, Va. 22901
U.S.A.

Date:

The following items which come on ☐ Subscription ☐ gift ☐ membership ☐ Exchange ☐ _____ have not been received:

Payment for the above was made on _____ of _____
Will you please supply the above indicated items? If there will be an additional charge, please advise this office before the items are sent. Thank you.

ORDER DEPARTMENT

DALLAS PUBLIC LIBRARY
1954 COMMERCE
DALLAS, TEXAS 75201

Dear Sir:

We failed to receive the _____ issue

of _____

We would appreciate it very much if you would send us the missing issue.

Thank you.

CLAIM FORM -- DOUBLE POSTAL CARD
(RECTO)

We note that we have not yet received

We shall greatly appreciate your sending this material in order that we may complete our file. Please notify us what action you are taking by means of the attached postal card. Thank you.

University of California, Los Angeles
Serials Dept.
University Research Library
Los Angeles, California 90024

21772

University of California, Los Angeles
Serials Department
University Research Library
Los Angeles, California 90024

CLAIM FORM -- DOUBLE POSTAL CARD
(VERSO)

Please check report (if reporting on more than one issue, write number or date beside check or clarify under "Remarks"):

- ☐ Will send immediately
- ☐ Will send when published (about ..... weeks, months)
- ☐ Out of print
- ☐ Temporarily suspended: volume, number, date of last issue .....
  Publication to be resumed on .....
- ☐ Ceased publication: volume, number, date of final issue .....

Remarks:

Return postage guaranteed

University of California, Los Angeles
Serials Dept.
University Research Library
Los Angeles, California 90024

Samuel Adams Patriot

U.S. Postage 8¢

KINDLY RETURN THIS WHITE SHEET ADVISING WHAT ACTION IS BEING TAKEN ON THIS REQUEST.

Serials Department
Library — University of Illinois

AT URBANA — CHAMPAIGN

Urbana, Illinois 61801 U.S.A.

1C 39042

DATE

The University of Illinois Library is in need of the items listed below. Your attention to our request will be greatly appreciated.

Serials Librarian _____

Publication:

Our Request:

1. ☐ According to our records, we have failed to receive the issue(s) shown above. Please supply if available. If not available, kindly advise. If the publication has been discontinued, please advise volume, number, and date of last issue.
2. ☐ This is (These are) needed on our: ☐ Purchase Subscription(s) ☐ Special Order(s) ☐ Exchange Arrangement ☐ Complimentary Subscription(s)
3. ☐ Please add our name to your complimentary mailing list and send the above material. We have nothing of a comparable nature to offer in exchange. If not available or if publication has ceased, please advise.
4. ☐ If you cannot send on a complimentary basis, kindly notify us of the price before sending.
5. ☐ If you cannot send on a complimentary basis, please send with bill.
6. ☐ Send us a sample copy for inspection. If there is a charge, please send with bill.
7. ☐ We need a replacement of the issue(s) shown above. Please send if still available. If not available, kindly advise. If there is a charge, send with bill.

SPACE BELOW PROVIDED FOR YOUR REPLY. PLEASE MARK APPROPRIATE SQUARE(S).

1. ☐ Sent _____ ☐ On mailing list.
2. ☐ Out of print. ☐ Will send when reprinted Approximate date: _____
3. ☐ Out of stock. ☐ Searching; will send when located.
4. ☐ Not yet published. ☐ Approximate date of publication: _____
5. ☐ Not published at all.
6. ☐ Suspended with _____. Expect to resume _____
7. ☐ Ceased with _____
8. ☐ No record of ☐ Purchase Subscription(s) ☐ Special Order(s) ☐ Exchange Arrangement ☐ Complimentary Subscription(s)
9. ☐ Request referred to: _____
10. ☐ Remarks:

1C 39042

Date _____ Signed _____

Frequency:

Assignments:

Claim Desk

LIBRARY OF CONGRESS, WASHINGTON, D. C. 20540

Order Division

Claim for Missing Issues

Date: .....

Order No. ..... Vendor ..... No. copies on order .....

Title .....

..... Place .....

Volume	*Number*	*Date*	*No. copies missing*

Records Searched:

Initials:

Date:

It is important that you supply this material using the enclosed label, or report on the back of this form.

LW 2/61 (Rev. 8/56)

LW 2/61 (Rev. 8/56)

UNIVERSITY OF SASKATCHEWAN

SASKATOON, CANADA
S7N 0W0

LIBRARY
SERIALS DEPARTMENT

CLAIM FORM

TITLE: _____

_____

_____

OUR ORDER NO. _____ DATE: _____

PAID DIRECT _____ OR AGENT _____

INVOICE NO. _____ DATE: _____

To date we have
not received: _____

_____

PLEASE NDICATE:

( ) Available, we will ship immediately
( ) Not yet published. Expected publication date
_____ _____ _____
( ) Out of print
( ) Other (Specify) _____

_____

To avoid unnecessary claiming, please advise the expected date of publication of the next volume: _____

Sincerely,

Serials Department

CLAIM LETTER (GENERAL)

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Gentlemen:

In the past we have received the following title from you:

The last issue received by us was _____.

Since it has been a while since the receipt of our last issue, we would like to ask that you indicate its status by checking some of the following:

_____Not yet published. _____Due date.

_____Ceased. _____Last volume and/or issue published.

_____Suspended _____Last volume and/or issue published.

_____Will resume _____Will not resume.

_____In the process of being published. _____Possible date of publication.

Please place a check mark in the applicable spaces.

Thank you .

Very truly yours,

(Mrs.) Guyla Bond Houston
Serials Librarian

CLAIM LETTER (GENERAL)

TO:

FROM: LIBRARY-SERIALS
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

DATE_____

PLEASE REPLY USING THIS FORM

Dear Sir/Madam:

We are writing concerning (title):

which we receive_____on our standing order number

_____as a gift from you

_____as an exchange from you.

Sincerely,

David C. Taylor
Serials

For your convenience and ours, please use this space for your reply.

CLAIM LETTER (GENERAL)

LIBRARY-SERIALS
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

_____ DATE:

_____

_____

_____

DEAR SIR/MADAM:
WE ARE WRITING CONCERNING (TITLE):

OF WHICH WE RECEIVE_____COPY(IES)
_____ON OUR STANDING ORDER NUMBER_____
_____ON OUR MEMBERSHIP, ORDER NUMBER_____
_____THROUGH OUR DEALER_____
_____AS AN EXCHANGE
_____AS A GIFT FROM YOU

_____PLEASE SUPPLY_____

_____WHICH WE HAVE NOT YET RECEIVED.

_____WE HAVE PAID $_____FOR_____COPY(IES) FOR_____

_____ON YOUR INVOICE NUMBER(S)_____
_____ON DEALER'S INVOICE/ORDER NUMBER(S)_____

_____PLEASE INVOICE US AS NECESSARY.

_____OTHER:

IF YOU CANNOT SUPPLY THE REQUESTED ITEMS, PLEASE ANSWER, USING THE SPACE BELOW.
(IN ANY CASE, PLEASE RETURN THIS FORM WITH REPLY OR WITH YOUR SHIPMENT.)
THANK YOU.

SINCERELY,

DAVID TAYLOR

REPLY:

CLAIM FORM
(Used for most claims, reply, if any, expected on this sheet)

Gentlemen:

..... has not yet been received.
..... has been lost from our library; we will pay replacement bill.
..... was damaged in the mail.
..... is an imperfect copy.

Please supply this material on our

No reply is needed if the material can be sent without delay. If this is not possible, check a report below and return the entire form.

Very truly yours,

Serials Department
General Library
University of California
BERKELEY, California 94720
U.S.A.

Report:

..... is not yet published; expected.....
..... is out of print
..... Prepayment of $..... is required
..... Publication is temporarily suspended: v., no., date of last issue .....
..... Publication is to be resumed .....
..... Publication has ceased: v., no., date of final issue .....

Serials 3A-10m-7,'74-Series 5312

CLAIM LETTER (GENERAL)

TULSA CITY-COUNTY LIBRARY SYSTEM
TULSA, OKLAHOMA

Gentlemen:

According to our records, we ___had at one time received ___are currently receiving your publication

_____

through the courtesy of your ___gift, ___exchange, ___mailing list.

If possible, we would like to continue receiving this title currently, and obtain certain back issues.

Please notify us if this title is no longer available on a free basis.

Very truly yours,

(Mrs.) Audrey Ahlquist
Acquisitions Librarian

CLAIM LETTER (GENERAL)

Acquisitions Department
South Dakota State University Library
Brookings, South Dakota 57006

Gentlemen:

Library records indicate we have a standing order with you for the series listed below.

_____ We have failed to receive published parts as shown. Please supply and bill immediately.

_____ Please supply all parts published beginning with the number or part shown and bill immediately.

_____ We have received the parts shown below but have not yet been billed. Please bill immediately.

_____ We have claimed those parts shown but as yet have not received them. Please supply and bill immediately.

_____ Please supply information concerning series as to published parts, availability and cost.

_____ Are there any further volumes to be published in the series?

Thank you.

Sincerely,

Acquisitions Department. Library.
South Dakota State University
Brookings, South Dakota 57006

CLAIM LETTER (GENERAL)

TAMPA-HILLSBOROUGH COUNTY PUBLIC LIBRARY SYSTEM

900 NORTH ASHLEY STREET
TAMPA, FLORIDA 33602

LEO H. MEIROSE
DIRECTOR OF LIBRARIES

Gentlemen:

Please note the following and take the necessary action:

Claim non-receipt for: MISSING ISSUE(S)

_____SUBSCRIPTION TITLE:

_____GIFT TITLE:

_____Request index for:
TITLE VOLUME & YEAR

If possible, please place on mailing list for indexes.

_____Receipt of duplicate issues:
TITLE:

(labels)

_____Change in address:
INCORRECT LABEL CORRECT ADDRESS

_____Request renewal for subscription to:
TITLE TERM COST

Ship and bill to: Tampa-Hillsborough County Public Library
Serials Department
900 North Ashley Street
Tampa, Florida 33602.

Thank you for your prompt attention to this matter.

Cordially,

Sheryl Dawson

Mrs. Sheryl Dawson
Serials Librarian

CLAIM LETTER (GENERAL)

UNIVERSITY OF TORONTO LIBRARY
SERIALS DEPARTMENT

Toronto Ontario, Canada M5S 1A5

To:

Date:

Our ref: SER/

Telephone 416-928-3076

Gentlemen:

The material listed below

____ Has not yet been received, and is due on our standing subscription order placed with

____ Has not yet been received, and is due on depository library basis.

____ Has not yet been received, and is normally sent by you as a gift.

____ Has not yet been received, and is normally sent by you on exchange.

____ Was damaged in the mails. Please supply a perfect copy.

____ Is defective ( ). Please supply a perfect copy. We will return the defective copy, if you so require.

____ Is required to complete our files. Please supply with your invoice, made out in triplicate.

Please return this form with the material requested, or report on the reverse side of this form.

Yours very truly,

Donald A. Smith
Head, Serials Department.

ITEM(S) REQUIRED:-

Please reply on reverse side

REPORT FORM

Reply from: Date:

- [ ] Mailed on _____
- [ ] Not yet published. Expected date _____
- [ ] Out of stock. Expected date _____
- [ ] Out of print. We cannot supply.
- [ ] Out of print. Searching.
- [ ] Ceased with vol. ___ no. ___ date _____

Other:

REPORT FORM

Reply from: Date:

- [ ] Mailed on _____
- [ ] Not yet published. Expected date _____
- [ ] Out of stock. Expected date _____
- [ ] Out of print. We cannot supply.
- [ ] Out of print. Searching
- [ ] Ceased with vol. ___ no. ___ date _____

Other:

CLAIM LETTER (GENERAL)

Versions also in French and Spanish. Two-part form. Part 2 shown.

Dup.

_____
(Please give date of report)

From: Reference:

To:

Serials Department
University Research Library
University of California, Los Angeles
Los Angeles, California, U.S.A. 90024

A report on the following is given below:

(Please check report. If reporting on more than one issue, write number or date beside check or clarify under "Remarks.")

☐ Will send immediately

☐ Will send when published (about _____ weeks)

☐ Out of print (about _____ months)

☐ Never published (_____ indefinite)

☐ Temporarily suspended: volume, number, date of last issue

_____

Publication to be resumed on_____
Ceased publication: volume, number, date of last issue

_____

Remarks:

Please detach and return

Series 1721

CLAIM LETTER (GENERAL)

Versions also in French and Spanish. Two-part form. Part 1 shown.

Orig.

UNIVERSITY RESEARCH LIBRARY
UNIVERSITY OF CALIFORNIA, LOS ANGELES
SERIALS DEPARTMENT

To: Date:

GENTLEMEN:

We note that we have not yet received

We shall greatly appreciate your sending this material in order that we may complete our file. Please notify us what action you are taking by means of the attached form.

Very truly yours,

Serials Department
University Research Library
University of California, Los Angeles
Los Angeles, California, U.S.A. 90024

Series 3721

CLAIM LETTER (GENERAL)

CALIFORNIA STATE LIBRARY
LIBRARY-COURTS BUILDING • P. O. BOX 2037 • SACRAMENTO, CALIF. 95809

TELEPHONE (916) 445-2585
TWX 910—367-3553

IN ORDER TO MAINTAIN CORRECT RECORDS, NEED INFORMATION ON THE STATUS OF THE FOLLOWING TITLE:

WILL YOU PLEASE SUPPLY THE INFORMATION REQUESTED AS INDICATED BY THE CHECKED PARAGRAPH:

☐ HAS THIS TITLE CEASED PUBLICATION? YES NO
- ☐ IF NOT, WHEN DO YOU EXPECT TO PUBLISH THE NEXT ISSUE? _____
- ☐ IF SO, WHAT WAS THE DATE OF THE LAST ISSUE PUBLISHED? _____

☐ (HAS, HAVE) THE FOLLOWING (ISSUE, ISSUES) BEEN PUBLISHED YET? ____
_____ YES NO
- ☐ IF SO, PLEASE SEND.
- ☐ DUE ON OUR (SUBSCRIPTION) (STANDING ORDER NO._____ OF_____.)

☐ HAS ANYTHING BEEN ISSUED SINCE THE FOLLOWING_____
_____
- ☐ IF SO, PLEASE SEND.
- ☐ DUE ON OUR (SUBSCRIPTION) (STANDING ORDER NO._____OF_____.)

☐

WE SHALL APPRECIATE IT IF YOU WILL ANNOTATE THIS LETTER AND RETURN IT TO US SO THAT WE MAY CLEAR OUR RECORDS.

SINCERELY YOURS,

_____

M-115 12/72

CLAIM LETTER (GENERAL)

Backfile request No. _____

Date _____

[ ]

[ ]

Our serial files lack the following which we receive as ( ) gift, ( ) exchange. Kindly send if available.

Our serial files lack the following which we receive as ( ) purchase, ( ) membership. Kindly send, bill in duplicate, INCLUDING THE INVOICE WITH THE SHIPMENT.

If serials requested above are not available please check ( ) our of print, not available, and return this form to us so that we can clear our request.

It will be most helpful if this form is returned with the SERIALS SHIPPED TO THE ADDRESS BELOW:

Acquisitions Department (Backfile request No._____)
Mitchell Memorial Library
Mississippi State University
State College, Mississippi 39762

CLAIM LETTER (GENERAL)

~~1. Please return WHITE sheet advising what action is being taken on this request.~~

~~2. Pink sheet: For your file.~~

Serials Section
UNIVERSITY OF OREGON LIBRARY
Eugene, Oregon 97403
U.S.A.

Date

DO WE HAVE YOUR CORRECT ADDRESS?

We need the items listed below and we would appreciate your careful attention to our request.

Publication:

OUR REQUEST:

1. ☐ According to our records, we have failed to receive the issue(s) shown above. Please supply if available. If not available, kindly advise. If the publication has been discontinued, please inform volume, number, and date of final issue.
2. ☐ This is [These are] due on: ☐ Purchase subscription; Standing order no. ..... dated .....
   ☐ Exchange arrangement ☐ Complimentary subscription
3. ☐ Please add our Library to your complimentary mailing list and send the above material. If you cannot send on a complimentary basis, please notify us of the price before sending.
4. ☐ Send us a sample for inspection. If there is a charge, please send with bill.
5. ☐ We need a replacement. Please send if still available. If not available, please advise. If there is a charge, send with bill.
6. ☐

SPACE BELOW PROVIDED FOR YOUR REPLY. PLEASE MARK APPROPRIATE SQUARE(S). Date of reply .....

1. ☐ Sent on .....
2. ☐ Sorry, out of print.
3. ☐ Not yet published; we expect this to be published on or about .....
4. ☐ Not published at all.
5. ☐ Temporarily suspended with ..... Expect to resume .....
6. ☐ No longer published. Final issue was vol. ..... no. ..... date .....
7. ☐ No record of ☐ Purchase subscription; Standing order
   ☐ Exchange arrangement ☐ Complimentary subscription
8. ☐ You are now on our mailing list.
9. ☐ Remarks:

UL-102

CLAIM LETTER (GENERAL)

THE UNIVERSITY OF CHICAGO
THE JOSEPH REGENSTEIN LIBRARY
SERIALS DEPARTMENT
CHICAGO · ILLINOIS 60637

[ ]

[ ]

Gentlemen:

We receive

[] on subscription. Order no._____

[] as a gift.

[] on exchange.

[] Our records show that we have not received

which we need to complete our files. We would appreciate notification as to the status of the material.

[] We have lost our copy of

You may bill us if the material can be supplied.

Please use this letter for your reply and report as soon as possible.

Sincerely yours,

Lillian Hedstrand

Lillian Hedstrand
Serials Dept.

[] Material sent on (date)_____

[] Another copy can be supplied at the cost of_____

[] Material will be sent on (approximate date)_____

[] Not yet published. Approximate date of publication_____

[] Discontinued with vol./no._____

[] Superseded by (title)_____

[] Out of print_____

SER 3 75 rev

CLAIM LETTER (GENERAL)

DETROIT PUBLIC LIBRARY

5201 WOODWARD AVENUE, DETROIT, MICHIGAN 48202

Gentlemen:

We would appreciate a report from you on the following material not yet received by_____.

Please send the missing material as soon as possible or advise, as it is needed by this department very much.

Thank you for your cooperation in this matter.

Sincerely yours,

Louise Keller, Coordinator
Book Selection Department

Per_____

JH:bf

305

L16

CLAIM LETTER (GENERAL)

UNIVERSITY OF SASKATCHEWAN

MAIN LIBRARY
SERIALS DEPARTMENT

SASKATOON, CANADA
S7N 0W0

Dear Sirs:

Re: _____

_____

According to our records our library is on your mailing list for the above noted title (s). However, we are missing the issue(s) indicated below:

Would you please check the following to facilitate your reply.

( ) is being or will be sent.

( ) out of print.

( ) reorder ~~at~~ a cost of _____.

( ) has ceased publication.

( ) change of title.

( ) other:

Sincerely,

Serials Department.

CLAIM LETTER (PURCHASED MATERIAL)

University of Georgia Libraries
Athens, Georgia 30602

Our reference: PD/Per

Re:

Gentlemen:

We maintain a subscription for the above title (through our agent _____). In checking our holdings we find that we are missing the following issue(s):

Please advise if these issues are still available and their cost. If they are no longer available from you please inform us in order that we may clear our records.

All correspondence should be addressed to the attention of Periodicals Department _____.

Thank you.

Sincerely,

Richard H. Mellown

Richard H. Mellown
Periodicals Department

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

087/4-75/1000

Form no. 2

UNIVERSITY OF GEORGIA LIBRARIES
SERIALS DEPARTMENT
ATHENS, GEORGIA 30602

We maintain a subscription/standing order for _____ copy(s) of

_____

_____

to be mailed to

Our order number_____ Our order date_____

☐ We have paid for the subscription.

☐ We have not paid for the subscription; please submit your invoice in triplicate for a subscription renewal.

☐ This is a new subscription and no copies have been received.

☐ No copies have been received since_____

☐ Current issues are now being received, but we failed to receive_____

☐ Please send the issue(s) indicated above.

☐ This is our _____ request.

☐ If publication has been discontinued, please notify us with which issue.

IF THE ISSUES REQUESTED ARE NOT AVAILABLE, PLEASE NOTIFY US.

IF WE HAVE ALREADY PAID FOR THE ISSUES REQUESTED, DO NOT SEND A SECOND INVOICE WITHOUT OUR AUTHORIZATION.

The back of this form may be used for a reply, if necessary.

CLAIM LETTER (PURCHASED MATERIAL)

Serial Records Division

Harvard College Library

Cambridge, Massachusetts 02138

Date:

Gentlemen:

This is in regard to our order/claim for the material noted below:

Publication | Order number/date

We have received no response to our previous inquiries. Please indicate below what action you are taking:

- ☐ Sent.
- ☐ Will send immediately.
- ☐ Not yet published; will send in _____ weeks/months.
- ☐ Ceased publication; date and number of last issue _____.
- ☐ Never published.
- ☐ Out of print.
- ☐ Remarks:

Yours truly,

Serial Records Division

14. Preprinted form letter used for claiming.

CLAIM LETTER (PURCHASED MATERIAL)

LIBRARY-SERIALS
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48823
U.S.A.

DATE:

_____

_____

_____

_____

PLEASE REPLY USING

THIS FORM

Dear Sir/Madam:

On we sent to you the following order:

THIS IS A COPY OF

OUR OFFICIAL ORDER

This order was to start with_____. No issues have been received.

Please send_____; or if this publication is not available, please explain why using this form.

We have paid you_____.

Please send material requested and invoice us as necessary.

Thank you very much. We hope to hear from you in the near future.

Sincerely,

David Taylor
Serials Librarian

REPLY:

CLAIM LETTER (PURCHASED MATERIAL)

Claim form (used unless publisher/dealer supplies his own form)

SERIAL RECORDS DIVISION
STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

Date: _____

Refer: Our purchase order no.

_____ of _____

Gentlemen:

The above order is for

_____

_____

_____

☐ This order has been outstanding for sometime, and we have received none of the items called for. Please let us know the status of the order.

☐ This order has been partially filled. Please let us know when we may expect delivery of the remaining items.

☐ We have received the items called for by this order, but have not as yet received your invoice. Please bill us for this order so that we can clear the account.

☐ We have received your invoice for this order, but none of the items have been delivered. Please let us know when we may expect delivery.

☐ _____

_____

_____

_____

Yours very truly,

CLAIM LETTER (PURCHASED MATERIAL)

SIMPSON COLLEGE
FOUNDED 1860
INDIANOLA, IOWA 50125

Dear Sir:

Please be informed of the following status of our subscription to _____ which we order directly from you.

_____ No copies received on our order

_____ No copies received since _____

_____ Receiving now, but the following issues were not delivered: _____
_____

_____ Duplicates being received. Check at once.

_____ (Other) _____

Thank you,

Sincerely yours,

for Wm John Hare
Associate Librarian

CLAIM LETTER (PURCHASED MATERIAL)

University of Maryland
Serials Department
McKeldin Library
College Park, Maryland 20742

NEW TITLE CLAIM

Gentlemen:

We placed a standing order/subscription with you for the title listed below on our order no. _____ _____ dated _____.

Since we have not received anything on this order, we request that you send us the material or submit a report at your earliest convenience.

Please send material to:

Thank you for your prompt attention.

Sincerely,

Katherine S. Murphy

(Mrs.) Katherine S. Murphy, Head
Serials Department

CLAIM LETTER (PURCHASED MATERIAL)

TULSA CITY-COUNTY LIBRARY SYSTEM
400 CIVIC CENTER • TULSA, OKLAHOMA 74103
918 581-5154

Dear Sir:

Our records show that we have a current subscription to

for Tulsa City-County Library
400 Civic Center
Tulsa, OK 74103

We paid for this title on invoice number dated , our order number

To date we have not received the following:

Please send the above issues immediately. If there is some problem concerning this subscription please make a notation on this letter and return it to us as soon as possible.

Your immediate attention will be greatly appreciated.

Very truly yours,

(Mrs.) Audrey Ahlquist
Acquisitions Librarian

AA/kt

CLAIM LETTER (PURCHASED MATERIAL)

STATE UNIVERSITY OF NEW YORK / COLLEGE AT OLD WESTBURY

The Library
Box 229
Old Westbury, N.Y. 11568

Gentlemen:

You have our subscription to ----------

---------- .

According to our records, we have not received ----------

---------- .

Please send the missing issue / issues at your earliest convenience so as to complete our set.

Thank you.

Sincerely,

Periodicals Department

PLEASE RETURN WITH YOUR REPLY.

CLAIM LETTER (PURCHASED MATERIAL)

UNITED NATIONS NATIONS UNIES

NEW YORK

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

REFERENCE

Dear Sirs,

We have with you a subscription by airmail to the following newspaper:

Title	Purchase order no. and date	Current year paid (invoice no.,date,amount

Last issue received:

You will note that the newspaper is coming much too late for airmail shipment. Please look into the matter and see that shipment is made more promptly and regularly. If there are difficulties or special reasons for the delay, please report to us immediately.

If the subscription has not yet been billed, send your invoice for the current year by return airmail.

Sincerely yours,

(Mrs.) Elisabeth H. Nebehay
Chief of Acquisition Section
Library

Claim letter for newspaper received by air mail

Ser/3 E (7.68)

CLAIM LETTER (PURCHASED MATERIAL)

UNITED NATIONS NATIONS UNIES

NEW YORK

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

REFERENCE

Dear Sirs,

We refer to our P.O. no. which we placed with you on for

Our records show that:

_____ we are missing

_____ the last issue received was

_____ no issues have yet been received

_____ no invoice has been received for

Please make sure that servicing and invoicing are done on a regular basis.

Sincerely yours,

(Mrs.) Elisabeth H. Nebehay
Chief of Acquisition Section
Library

317

Claim letter for purchased serials

SER/8-E (11.73)

CLAIM LETTER (PURCHASED MATERIAL)

MICHAEL J. HOWLETT
SECRETARY OF STATE
AND
STATE LIBRARIAN

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS 62756

Gentlemen:

We want to claim non-receipt of the items listed below which are due us on our subscription:

Please send the missing issue(s) or notify us if there will be a delay in shipment. Address issues and correspondence to:

SERIALS SECTION
ILLINOIS STATE LIBRARY
CENTENNIAL BUILDING
SPRINGFIELD, ILLINOIS 62756
217-782-5506

Thank you for your cooperation.

Sincerely,

Head, Serials Section

AS:vr

LD TS-75.1

CLAIM LETTER (PURCHASED MATERIAL)

UNIVERSITY OF CALIFORNIA, LOS ANGELES

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO SANTA BARBARA • SANTA CRUZ

THE UNIVERSITY LIBRARY
Serials Department

UNIVERSITY RESEARCH LIBRARY
LOS ANGELES, CALIFORNIA 90024

IN REPLY TO:SER:

Gentlemen:

You have our order number dated
for the following:

Up to the present time we have received nothing on this order. Would you be good enough to check on this for us and give us a report on the status of this order.

Very truly yours,

Head, Serials Department

CLAIM REPORT ON "SHORTS"

Acquisitions Department
Mitchell Memorial Library
Mississippi State University
Mississippi State, Mississippi 39762

TO:

Date _____

We are taking stock of "SHORTS" on Purchase Orders. The following items ordered from you have NOT been received. Please **REPORT** the date that we can **EXPECT** to received these items.

PLEASE RETURN THIS FORM WITH YOUR REPORT. Thanks.

PURCHASE ORDER NO.	DATE ORDERED	ITEM	REPORT

THIS IS NOT A PURCHASE ORDER

CLAIM LETTER (PURCHASED MATERIAL)

(Do not hesitate to use this
form if a response is necessary.)

Pennsylvania State University
Capitol Campus Library
Middletown, Pennsylvania 17057

Gentlemen:

We have a standing order with you for _____

_____. The last item received

by us was _____

received _____. If anything later has been

published, please send and bill us.

Special Remarks:

Sincerely,

Acquisitions Department

Continuation check-up form

CLAIM LETTER (PURCHASED MATERIAL)

THE LIBRARY
CAPITOL CAMPUS
THE PENNSYLVANIA STATE UNIVERSITY
MIDDLETOWN, PENNSYLVANIA 17057

Gentlemen:

This notice is in regard to nondelivered issue(s) of _____ on our current subscription. We did not receive the following issue(s): _____. Please send the issue(s) as soon as possible.

Thank you.

Respectfully,

Sharon Serzan (Mrs.)
Periodicals Librarian

CLAIM LETTER
(MEMBERSHIP)

Claim for publications due on Membership

MINNEAPOLIS PUBLIC LIBRARY / 300 NICOLLET MALL / MINNEAPOLIS, MINNESOTA 55401 / ORDER DEPARTMENT

TELEPHONE / (Area Code 612) 372-6654

Gentlemen:

We hold an Institutional Membership in _____ _____ and wish to claim the following:

Please send to:

Minneapolis Public Library
Serials Div., Order Dept.
300 Nicollet Mall
Minneapolis, Minn. 55401

Very truly yours,

(Mrs.) Norma M. West
Continuations Clerk
Order Department

CLAIM LETTER (GIFT)

Gift Claim Letter

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Gentlemen:

You have been kind enough to send us the following item on a complimentary basis. However, we are missing the number indicated:

Would you please send us a replacement for this and bill us for any charges that may be involved. It should be addressed as follows:

Library - Continuations Section
Oklahoma State University
Stillwater, Oklahoma 74074

Thank you very much.

Sincerely,

(Mrs.) Guyla Bond Houston
Serials Librarian

CLAIM LETTER (GIFT/EXCHANGE)

Library-Serials
Michigan State University
East Lansing, Michigan 48823

U.S.A.

Address

Date

PLEASE REPLY USING
THIS FORM

Re:

Sir/Madam:

We are attempting to reorganize and update our files. They show that we were to receive the above title as a gift/exchange, but we have not received any pieces since_____. Is this title still being published? If so, is it still available as a gift or on exchange? Would it be possible for us to obtain the back issues that we are missing? If it is necessary to purchase a subscription, please notify us of the price.

Thank you very much for your time.

Sincerely,

David Taylor

PLEASE REPLY USING THIS FORM:

CLAIM LETTER (EXCHANGE)

Claim form for materials received on exchange.

SERIAL RECORDS DIVISION
STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

Upon checking our holdings, we find we do not have the following:

We shall greatly appreciate your sending this material in order that we may complete our file. This publication is normally received as part of our exchange agreement with you.

Please indicate on the form below what action you are taking.

Sincerely yours,

_____

☐ Will send immediately.

☐ Will send when published, about _____weeks/months/indefinite.

☐ Out of print.

☐ Never published.

☐ Temporarily suspended; volume, number:_____

Publication to be resumed on:_____

☐ Ceased publication: volume, number, date of final issues:_____

_____

Remarks:

Date_____ Signature_____

CLAIM LETTER (GIFT)

University of Maryland
Serials Department
McKeldin Library
College Park, Maryland 20742

Gift claim

Gentlemen:

You have been good enough to send us regularly complimentary copies of

The University of Maryland Library greatly appreciates your contribution to its collection. However, we have not received

May we ask you to send us these volumes/issues in order to complete our files? If the publication is no longer available for free distribution, or if the title has ceased publication, we would greatly appreciate a notice to this effect.

Please use this letter for your reply and report as soon as possible.

Very truly yours,

(Mrs.) Katherine S. Murphy, Head
Serials Department

[ ] Material sent on (date) _____

[ ] Material will be sent on (approximate date) _____

[ ] Not yet published. Approximate date of publication _____

[ ] Discontinued with vol./no. _____

[ ] Superseded by (title) _____

CLAIM LETTER (GIFT)

University of Missouri
COLUMBIA
65201

THE UNIVERSITY LIBRARY

According to the arrangement between your institution and the University of Missouri Library, we are on your complimentary mailing list to receive

Our records show that we have not received

We would appreciate your sending us this material as soon as possible. If there is a delay in publication, or if for some reason these publications cannot be supplied, please send us a notice to this effect.

Thank you for your assistance in this matter.

Sincerely,

Miss Linda Lyle
Order Department
Gifts and Exchanges

Please address all publications to:

Library-Serials Department
University of Missouri
Columbia, Missouri

CLAIM LETTER (EXCHANGE)

University of Missouri
COLUMBIA
65202

THE UNIVERSITY LIBRARY

According to the exchange arrangement between your institution and the University of Missouri Library, you are sending us on exchange

Our records show that we have not received

We would appreciate your sending us this material as soon as possible. If there is a delay in publication, or if for some reason these publications cannot be supplied on exchange, please send us a notice to this effect.

Thank you for your assistance in this matter.

Sincerely,

Miss Linda Lyle
Order Department
Gifts and Exchanges

Please address all publications to:

Library-Serials Department
University of Missouri
Columbia, Missouri

CLAIM LETTER (GIFT/EXCHANGE)

UNITED NATIONS NATIONS UNIES

NEW YORK

CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE

Dear Sirs,

The publication(s) listed below which our Library receives (requested) (as gift) (on exchange), have not reached us as yet.

_____ serial received in the past regularly

_____ serial (monograph) requested in my letter of

I should be grateful if you would send the material without delay to the following address:

United Nations Library
Acquisition Section
Grand Central P.O. Box 2000
New York, N.Y. 10017

If this material cannot be sent, or is no longer published, or if it has been superseded by another title, please inform me accordingly.

Sincerely yours,

(Mrs.) Elisabeth H. Nebehay
Chief of Acquisition Section
Library

Claim letter for serials received as gifts or on exchange

G/3-E/Rev.1 (10.73)

CLAIM LETTER (GIFT)

GIFT CONTINUATION CONFIRMATION

DATE_____

According to our records we are receiving as a gift the following from you:

_____

_____

_____

( ) Does this agree with your records?

( ) If this is not available on a gift basic, please state cost_____

( ) We have NOT RECEIVED_____

Please send in order that we may complete our files.

Please return this form to us as your reply. Thank you.

RETURN TO THE ADDRESS BELOW:

Serials Librarian
Acquisitions Department
Mitchell Memorial Library
Mississippi State University
Mississippi State, Mississippi 39762

CLAIM LETTER (GIFT)

MICHAEL J. HOWLETT
SECRETARY OF STATE
AND
STATE LIBRARIAN

OFFICE OF THE SECRETARY OF STATE
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS 62756

Gentlemen:

We would like to receive the following items to complete our files of

which we have been receiving from you as a gift.

Please send the missing issue(s) or notify us if there will be a delay in shipment.
Address issues or correspondence to:

SERIALS SECTION
ILLINOIS STATE LIBRARY
CENTENNIAL BUILDING
SPRINGFIELD, ILLINOIS 62756

Thank you for your cooperation.

Sincerely,

Head, Serials Section

AS:vr

LD TS-79

CLAIM FORM PROVIDED BY AGENT (MULTI-PART AND COLOR-CODED)

EBSCO Industries, Inc.

1 ADJUSTMENT REQUEST

OVER FOR TRANSLATION
LA TRADUCTION EST AU VERSO
UEBERSETZUNG UMSEITIG
A LA VUELTA POR LA TRADUCCION

2 Customer's Instructions: List only ONE title on each form. Mail to EBSCO.

3 (TO) MAGAZINE:

DATE: / / 19

4 SUBSCRIPTION TERM: START DATE: 5 ☐ NEW ☐ RENEWAL 6 EBSCO ENTRY DATE: 7 EBSCO ORDER NO. TO PUBLISHER:

ADJUSTMENT REQUEST: 8 ☐ CHANGE OF ADDRESS 9 ☐ COMPLAINT 10 ☐ CANCELLATION ☐ ADV. — REFUND TO EBSCO IND. Return a copy of this with your check.

11 ADDRESS AS SHOWN ON EBSCO ENTRY:

Tampa Public Library
900 North Ashley Street
Tampa, Fl 33602

ZIP CODE MANDATORY

12 COMMENTS AND PUBLISHER REPLY OR NEW ADDRESS, IF CHANGING.
EBSCO INVOICE NO. TO CUSTOMER

13 ☐ FIRST COPY NOT RECEIVED. PLEASE BEGIN WITH

14 ☐ LISTED ISSUES HAVE NOT BEEN RECEIVED:

15 ☐ DUPLICATE COPIES RECEIVED. COMBINE & EXTEND TO EXPIRATION DATE OF
(To be noted by publisher)

16 ☐ EXPIRATION NOTICES RECEIVED. ACCORDING TO OUR ENTRY, EXPIRATION DATE SHOULD BE

17 ☐ ADVISE CURRENT EXPIRATION DATE

18 ☑ CHECK THE SUBSCRIPTION SELLING DIVISION: ☐ DIRECTIONAL ADVERTISING SERVICES

EBSCO SUBSCRIPTION SERVICES
☐ BIRMINGHAM, ALA.
☐ WASHINGTON, D. C.
☐ DENVER, COLO.
☐ BRAINTREE, MASS
☐ BARRINGTON, ILL
☐ SAN FRANCISCO, CAL
☐ LOS ANGELES, CAL.
☐ MINNEAPOLIS, MINN.
☐ DALLAS, TEXAS
☐ RED BANK, N. J.
☐ TENAFLY, N. J.
☐ FOREIGN DIRECT

PC #
MILITARY SERVICE CO.
☐ EAST ☐ WEST ☐ S. EAST ☐ S. WEST
☐ PERIODICAL SALES
☐ SELECTIVE GIFT PROGRAM
☐ VULCAN BINDER & COVER
☐ VULCAN SERVICE CO.

19 PUBLISHER: PLEASE SERVICE THIS ORDER IMMEDIATELY. EBSCO GUARANTEES PAYMENT OR PROOF OF PAYMENT. CUSTOMER SERVICE COMES FIRST. IF AFTER A SEARCH OF YOUR FILES YOU ARE UNABLE TO LOCATE THIS ORDER, ACT ON OUR CUSTOMER'S REQUEST AND RETURN THIS FORM WITH INVOICE TO EBSCO WILL REMIT PAYMENT OR PROOF THEREOF.

EBSCO INDUSTRIES, INC.
FULFILLMENT DEPT.
P. O. BOX 1943
BIRMINGHAM, ALA. 35201

EBS 244 B

20 PUBLISHER COPY

CLAIM FORM PROVIDED BY AGENT (POST CARD)

CLAIM NOTICE

Date .....

To: ..... On a subscription placed
(Name of magazine.)

through F. W. FAXON COMPANY, INC. 15 Southwest Park Westwood, Mass. 02090

we have failed to receive: .....

Please supply to complete our file for binding. reference.

We paid FAXON for .....
(Inclusive dates or volume numbers.)

SEND MISSING ISSUES TO

.....
Name of Library

.....
Address

.....
(Be sure to list as per publishers mailing stencil.)

333

CLAIM FORM PROVIDED BY AGENT

Today's Date: _____

COMPLAINT

Name of Magazine .....

Ordered by McGregor, to Be Addressed As Follows:

Address Above Exactly As Ordered (Library Customers: Use Rubber Stamp)

Subscriber Order No._____ Date _____ To Start On _____ (Month) Number Copies Ordered _____ (If more than one)

☐ New ☐ Renewal For a Term of ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. _____ Mos. _____ Issues

→ McGREGOR Order No. _____ ← (Same As Invoice No.)

Subscriber Says . . .

☐ No copies received on above order.

☐ No copies received since _____ DATE OF ISSUE

☐ Receiving now, but the following issues were not delivered – Send at once: _____ (SHOW ISSUE DATES – NOT VOL. AND NUMBERS)

☐ Duplicates being received. Check at once. Above address desired.

☐ Receiving Renewal Notices. Subscription paid by McGregor in advance.

☐ _____

_____

Do not write below this line.

PUBLISHER: Please check your records as soon as possible.

McGregor Check No._____ In the Amount of_____ Date Mailed _____

If reply is necessary, use reverse side of this form and return to McGregor.

McGregor Magazine Agency
Mount Morris, Illinois 61054

By _____

McF22

CLAIM FORM PROVIDED BY AGENT (MULTI-PART & COLOR-CODED)

STECHERT MACMILLAN, INC. 7250 WESTFIELD AVENUE, PENNSAUKEN, NEW JERSEY 08110

(9) **CLAIM**

We have not received the following issue:

Title: .....

Date: .....

Volume: ..... Number: ..... For: ..... (month) (year)

Remarks:

The Correct Mailing Address is:

STECHERT MACMILLAN, INC.
7250 WESTFIELD AVENUE
PENNSAUKEN, N.J. 08110
U.S.A.

STECHERT MACMILLAN, INC. COPY

Part 1

Claim form provided by subscription agen

We have not yet received the following issue, which is overdue:

CLAIM

Title: .....

Date:

Vol. ..... No..... for .... (month) (year)

Please ask the publisher to supply a copy, or report the reason for the delay in receipt of this issue. The correct mailing address is

BLACKWELL'S PERIODICALS
P.O. BOX 40
HYTHE BRIDGE STREET
OXFORD OX1 2EU
ENGLAND

Minneapolis Public Library,
Serials Division,
Order Dept,
300 Nicollet Mall,
MINNEAPOLIS,
Minnesota 55401,
U.S.A.

Our order no.

Dated

445

BLACKWELL'S COPY

Part

F. W. Faxon Company, Inc.

Library Subscription Agency

15 SOUTHWEST PARK • WESTWOOD, MASS. 02090

CLAIM NOTICE FOR MISSING ISSUES

DATE: _____

FAXON SHIP-TO NO.

YOUR "SHIP-TO" ADDRESS AS INVOICED BY FAXON

LIBRARY: Be sure to complete data areas printed in red for proper processing of your claim.

FAXON TITLE NO. | TITLE CLAIMED

FAXON INVOICE NO. | PAGE | LINE | FAXON INVOICE DATE | SUBSCRIPTION PERIOD ON INVOICE FROM THRU | FAXON LIBRARY INFORMATION SERVICE IF ANY

ISSUES NOT RECEIVED ARE: _____

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED AND BILLED BY FAXON.

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED DIRECTLY FROM THE PUBLISHER OR THROUGH ANOTHER AGENCY.

NUMBER OF SUBSCRIPTIONS MISSING ON THIS CLAIM

NUMBER OF TIMES PREVIOUSLY CLAIMED — DIRECT TO PUBLISHER — THROUGH FAXON

FAXON TITLE NO. | TITLE CLAIMED

FAXON INVOICE NO. | PAGE | LINE | FAXON INVOICE DATE | SUBSCRIPTION PERIOD ON INVOICE FROM THRU | FAXON LIBRARY INFORMATION SERVICE IF ANY

ISSUES NOT RECEIVED ARE: _____

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED AND BILLED BY FAXON.

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED DIRECTLY FROM THE PUBLISHER OR THROUGH ANOTHER AGENCY.

NUMBER OF SUBSCRIPTIONS MISSING ON THIS CLAIM

NUMBER OF TIMES PREVIOUSLY CLAIMED — DIRECT TO PUBLISHER — THROUGH FAXON

FAXON TITLE NO. | TITLE CLAIMED

FAXON INVOICE NO. | PAGE | LINE | FAXON INVOICE DATE | SUBSCRIPTION PERIOD ON INVOICE FROM THRU | FAXON LIBRARY INFORMATION SERVICE IF ANY

ISSUES NOT RECEIVED ARE: _____

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED AND BILLED BY FAXON.

NUMBER OF SUBSCRIPTIONS FOR THIS TITLE ORDERED DIRECTLY FROM THE PUBLISHER OR THROUGH ANOTHER AGENCY.

NUMBER OF SUBSCRIPTIONS MISSING ON THIS CLAIM

NUMBER OF TIMES PREVIOUSLY CLAIMED — DIRECT TO PUBLISHER — THROUGH FAXON

336

LIBRARY: IF YOUR CLAIM HAS NOT BEEN SATISFIED WITHIN 60 DAYS, MAIL THE COPY TO US AS A SECOND NOTICE AND WE WILL TRACE CLAIM WITH PUBLISHER.

CLI-(REV. 07/73)

IMPORTANT: See reverse side of copy for instructions for completion of this form

COMPLAINT and ADJUSTMENT NOTICE

the Turner subscription agency, incorporated

235 PARK AVENUE SOUTH · NEW YORK, N. Y. 10003 · AL 4-4454, Area Code 212
Cable: SUBTUR

Date _____

Name of Periodical _____

Turner Inv. Date	Order Slip No.

for the following subscriber as indicated below –

(Subscriber's address as ordered)

This was ordered as:

☐ New

☐ Renewal To start _____ 1 yr. ☐ 2 yr. ☐ 3 yr. ☐ or: _____

Customer Purchase Order No. _____

PLEASE SEND FOLLOWING MISSING ISSUES PROMPTLY TO SUBSCRIBER: (Do not Extend)

☐ No copies at all received.

☐ Received no further copies since issue dated _____

☐ Receiving as ordered except following issues _____

☐ Duplicate being received. Above address desired. ☐ (Attach both labels, if available.)

☐ Received attached Expiration Notice from Publisher for Subscription Paid in advance through TURNER.

☐ Receiving only ____ copy subscription, ordered ____ copies each issue.

☐ Other _____

COMPLAINT FORMS FOR AGENT

CHANGE OF ADDRESS

☐ MAILING LABEL ATTACHED. DATE DESIRED EFFECTIVE FROM _____

TO

INSTRUCTIONS FOR LIBRARIAN:

1. PLEASE COMPLETE AND SIGN FORM.
2. SEND ALL COPIES TO TURNER.
3. TURNER WILL RETURN WHITE COPY TO YOU ACKNOWLEDGING YOUR CLAIM.

Print name _____ Signature _____

Subscriber, librarian or other person preparing this form at request of the subscriber.

ATTENTION

We regret the Subscriber has been inconvenienced.

TURNER is requesting the Publisher take immediate action . . . and report directly to Subscriber.

Please allow reasonable length of time for publisher to take action.

TURNER ACKNOWLEDGEMENT

DATE _____

ACKNOWLEDGEMENT COPY

CLAIM FORM PROVIDED BY AGENT (MULTI-PART & COLOR-CODED)

CLAIM NOTICE FOR MISSING ISSUES

Claim form provided by subscription agent

F. W. Faxon Company, Inc.

Library Magazine Subscription Agency

FWF

INSTRUCTIONS TO PUBLISHER

- PLEASE, SUPPLY MISSING ISSUES DIRECT TO SUBSCRIBER AS URGENTLY NEEDED TO COMPLETE FILES.
- IF ADDITIONAL INFORMATION IS NECESSARY, PLEASE RETURN THIS FORM WITH YOUR COMMENTS. PROMPT ACTION WILL BE TAKEN BY US.

FAXON PAYMENT DATE TO PUBLISHER	AMOUNT OF FAXON PAYMENT TO PUBLISHER	LIBRARY: COMPLETE SHADED AREAS ONLY
NAME OF PERIODICAL BEING CLAIMED		FAXON INVOICE NO.
NUMBER OF SUBSCRIPTIONS BILLED ON FAXON INVOICE	NUMBER OF SUBSCRIPTIONS NOT RECEIVED	FAXON INVOICE DATE
SUBSCRIPTION PERIOD BILLED ON FAXON INVOICE FROM THRU		FAXON INVOICE PAGE NO.
LIST ISSUES NOT RECEIVED		FAXON INVOICE LINE NO.

SEND MISSING ISSUES DIRECTLY TO: →

PREPARE ONE CLAIM NOTICE FOR EACH MAILING ADDRESS

BE SURE THIS ADDRESS CORRESPONDS WITH THE SHIP TO ADDRESS ON FAXON'S INVOICE.

F. W. Faxon Company, Inc.

15 SOUTHWEST PARK
WESTWOOD, MASS. 02090 U.S.A.

LIBRARY

IF YOUR CLAIM HAS NOT BEEN SATISFIED WITHIN 60 DAYS MAIL PART TWO TO US AS A SECOND NOTICE AND WE WILL TRACE CLAIM WITH PUBLISHER.

THIS REPLY HAS BEEN DESIGNED TO FIT A STANDARD WINDOW ENVELOPE

FORMS

GROUP 3 • ACQUISITION FORMS

BINDERY FORMS

DECISION FORMS, ROUTING SLIPS, ETC.

ACQUISITION FORM

THE PENNSYLVANIA STATE UNIVERSITY
THE CAPITOL CAMPUS
MIDDLETOWN, PENNSYLVANIA 17057

Gentlemen:

Kindly enter for us a standing order for the title:

_____. Please have the standing order begin with_____.

Extra Comments:

Continuation order form

Sincerely,

Acquisitions Department

ORDER FORM:

THE UNIVERSITY OF MICHIGAN LIBRARY ORDER REQUEST

DO NOT WRITE IN SHADED AREAS

SEND TO BOOK SELECTION, ACQUISITIONS DEPARTMENT

SYSTEMS & FORMS CO.
P.O. BOX 498
JACKSON, MICHIGAN

11 17 56

SOURCE	DEST.	DEALER
FUND	RECOM. BY	AUTH. BY

REQUEST FOR AN ORDER:

Author

Title

Request for order form (supplied by students, professors, etc. with appropriate desired title)

Edition | Place | Publisher

Date of Publication | No. Vols. | Series

No. Cop. | Price

Req. by _____ Order From: Other Info:

Dept. _____

Fund _____

Acct. No. _____

Shelve _____ Cat: Item:

Searcher: Date:

ACQUISITION FORM

THE UNIVERSITY OF GEORGIA
THE UNIVERSITY LIBRARIES
ATHENS, GEORGIA 30602

This is a SUBSCRIPTION/STANDING ORDER for the item listed below. Please enter the title on your records so that the subscription for it will be renewed automatically each year unless you are notified not to renew.

Our Order Number	Title	Begin Subscription With

Ship to:

Bill to: (Invoice in Triplicate)

If this title is not available on subscription, please inform us of the publication schedule in order that we may place individual orders for each issue or volume as published.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

029/1-75/5000

FWF
Library Magazine Subscription Agency
15 SOUTHWEST PARK WESTWOOD, MASS. 02090
TELEPHONE (617) 329-3350
WATS 800 225-7894(5) TWX 710 348-6724

FAXON ORDER FORM

(SEE NUMBERED INSTRUCTIONS ON BACK OF FORM)

DATE: _____

☐ If additional copies of this form required, please check

NOTE:
So that we may expedite the processing of your order, please complete one part of categories I, II and III below:

CHARGE TO NO. _____

NAME
ADDRESS

SHIP TO NO. _____

NAME
ADDRESS

N: New Subscription; A: Additional Copies; R: Renewal (W/Publisher)
T: Renewal–Transferred to Faxon from another source

I. PURCHASE ORDER
a. Do you require a Purchase Order Number?
_____Yes _____No
If applicable, P.O. No. _____

II. TYPE OF SERVICE (Check one)
a._____ Till Forbidden (T.F.)
b._____ Standard Renewal (Non T.F.)
c._____ Automatic Renewal Service (ARS)

III. OPTIONS
a. What is your desired plan? _____
b. Are these titles to be merged into main invoice list at renewal?
_____Yes _____No
If yes, what is your Common Expire?
_____ Mo. _____ Yr.

c. If this is a separate list, what is the desired Common Expire?
_____ Mo. _____ Yr.

d. Is this a special order only for periods shown? _____Yes _____No

313

1. Type	2. Title No.	3. Title Name (a) See Faxon catalog for correct title name and no. (b) Please provide publishers name and address if title not listed in Faxon catalog.	4. P.O. No., Dept., or individual name if not shown above.	5. Qty.	6. Vol.	7. Desired Period Mo. Yr.	Mo. Yr.

SEE NUMBERED INSTRUCTIONS ON BACK OF FORM

CD7–Rev. 9/75

– EXPLANATION OF FAXON ORDER FORM –

CHARGE TO NUMBER AND ADDRESS: This is the Faxon number which has been assigned and the address to which you wish to be billed.

SHIP TO NUMBER AND ADDRESS: This is the Faxon number which has been assigned and the address to which you wish your material sent.

I. **PURCHASE ORDER:** Purchase order number will be shown on your invoice in the "Fund Box" position.

II. **TYPE OF SERVICE:** Relates to the selection of renewal service which you have chosen with Faxon. See Faxon Librarians' Guide, section on Faxon Renewal Services.

III. **OPTIONS:** Indicate choice(s) if applicable.

1. **N-A-R:** N (new subscription) refers to a new subscription to be sent to the ship-to address.
A (additional copies) refers to additional subscriptions to a **title** to be sent to a ship-to address. Indicate if an order is for copy #2, 3, etc.
R (renewal w/publisher) refers to a renewal of a subscription to the title to be sent to the ship-to address, and which was previously placed through another source.

2. **TITLE #:** This is the title number which appears in the Faxon Librarians' Guide.

3. **TITLE NAME:** This is the title to which you wish to subscribe and should be ordered under the proper form of title entry following L.C. and Anglo-American cataloging rules. Do not abbreviate unless it is an abbreviated title.

4. **IDENTIFICATION ORDER #, DEPARTMENT OR INDIVIDUAL NAME:** If you wish your identification number, or a department, or an individual's name to appear on the invoice, and to be maintained as a permanent record, it should be so indicated here.

5. **QUANTITY:** The number of subscriptions to each title.

6. **VOLUME:** The beginning volume number.

7. **PERIOD:** The period for which you wish to subscribe on this order. Example: 07/75-06/76, not 07/75-07/76.

IMPORTANT NOTE REGARDING ORDER PERIOD

Please note: Unless the publisher allows us single issue rates, it is impossible for us to bring every title to a common expire; in which event some titles may be placed for more than the period requested to prevent an early expiration. Publisher policy permitting, we will enter your order for the period desired; however, publishers may restrict order acceptance to:

A) Their specific volume year.
B) Begin with current issue only.

Your order entry instructions will be modified only if necessary.

PLAN	DESCRIPTION
A	All subscriptions for one(1) year.
B	All subscriptions for two (2) years only where publisher offers long-term savings.
C	All subscriptions for three (3) years even if publisher does not offer long-term savings.
D	All subscriptions for three (3) years only where publisher offers long-term savings.
E	One third of invoice for three(3) years even if publisher does not offer long-term savings.
F	One third of invoice for three (3) years only where publisher offers long-term savings.

– EXPLANATION OF FAXON ORDER FORM –

CHARGE TO NUMBER AND ADDRESS: This is the Faxon number which has been assigned and the address to which you wish to be billed.

SHIP TO NUMBER AND ADDRESS: This is the Faxon number which has been assigned and the address to which you wish your material sent.

I. PURCHASE ORDER: Purchase order number will be shown on your invoice in the "Fund Box" position.

II. TYPE OF SERVICE: Relates to the selection of renewal service which you have chosen with Faxon. See Faxon Librarians' Guide, section on Faxon Renewal Services.

III. OPTIONS: Indicate choice(s) if applicable.

1. **N-A-R:** N (new subscription) refers to a new subscription to be sent to the ship-to address.
A (additional copies) refers to additional subscriptions to a **title** to be sent to a ship-to address. Indicate if an order is for copy #2, 3, etc.
R (renewal w/publisher) refers to a renewal of a subscription to the title to be sent to the ship-to address, and which was previously placed through another source.

2. **TITLE #:** This is the title number which appears in the Faxon Librarians' Guide.

3. **TITLE NAME:** This is the title to which you wish to subscribe and should be ordered under the proper form of title entry following L.C. and Anglo-American cataloging rules. Do not abbreviate unless it is an abbreviated title.

4. **IDENTIFICATION ORDER #, DEPARTMENT OR INDIVIDUAL NAME:** If you wish your identification number, or a department, or an individual's name to appear on the invoice, and to be maintained as a permanent record, it should be so indicated here.

5. **QUANTITY:** The number of subscriptions to each title.

6. **VOLUME:** The beginning volume number.

7. **PERIOD:** The period for which you wish to subscribe on this order. Example: 07/75-06/76, not 07/75-07/76.

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A) Their specific volume year.
B) Begin with current issue only.

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C	All subscriptions for three (3) years even if publisher does not offer long-term savings.
D	All subscriptions for three (3) years only where publisher offers long-term savings.
E	One third of invoice for three(3) years even if publisher does not offer long-term savings.
F	One third of invoice for three (3) years only where publisher offers long-term savings.

ACQUISITION FORM

TO:

FROM: LIBRARY - SERIALS
MICHIGAN STATE UNIVERSITY LIBRARY
EAST LANSING,MICHIGAN 48824

DATE _____

PLEASE REPLY USING THIS FORM

Dear Sir/Madam:

We are writing concerning (title):

We would like to receive_____ of the above title. If you require prepayment, please notify us of the price.

Otherwise please ship whenever this volume is published and invoice us accordingly. All shipments, invoices and correspondence should be sent to the above address, and should quote our order no._____ .

Thank you for your cooperation.

Sincerely,

David Taylor
Serials Librarian

For your convenience, this space may be used for your reply.

1

Replacement order form.

ACQUISITION FORM

SERIAL RECORDS DIVISION
STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

Gentlemen:

We would like to order a replacement copy of the publication:

Please send invoice and material to:

SERIAL RECORDS DIVISION
STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

If material is not available, please advise.

Very truly yours,

REQUEST FORM FOR ITEMS NOT TO BE CLAIMED IN THE USUAL WAY, AS REPLACEMENTS. NO MENTION OF EXISITING CONTINUATION ORDER IS MADE.

Ref.: SDO

Gentlemen:

We wish to acquire the following:

If you can supply, please send under the enclosed mailing label, inserting this letter in the material as identification. Should there be a charge, please also insert an invoice prepared in triplicate, quoting our reference.

If you are unable to supply or if prepayment is required, please check below and return this letter as a report.

Thank you for your assistance.

Very truly yours,

Serials Department
General Library
University of California
Berkeley, California 94720
U.S.A.

____ Cannot supply. Try_____

____ Can supply but prepayment of $_____ is required.

____ Can supply only in reprint of entire volume.
Price for entire volume is $_____

Serials 2 x lm 4/72

Form used for ordering replacement copies:

	1 2 11	3 8	9 VENDOR 13 76710	14 FUND 16	SEARCH REPORT
Series Title	1 REPL.				
Place, Publisher	Volume	Number	Date		Publisher Address
If a monograph: Author (inverted) Title					
	57 Dest. 58	59 QTY. 61	62 ENCUMB. AMT. 67 0	68 TYPE 70 211	71 CL.CO. / 72 VERF. 74 / 75 DIV. LIB. 78
SOURCE ☐REPLACEMENT ☐SHORTAGE			DEST.	DEALER	
FUND	RECOM. BY		AUTH. BY		

Record of back issues ordered — kept in a separate file by title.

SERIALS ORDER RECORD DATE SENT_____

TITLE_____

_____

SOURCE_____

_____

BACK ISSUE: VOLUME#_____ DATE_____

RECEIPT DATE_____

INVOICE NO._____ DATE_____ AMOUNT_____

MONEY ORDER_____ REQUISITION_____

TPL 73-24

ACQUISITION FORMS

Foreign request letter - Gift

THE LIBRARY OF CONGRESS

WASHINGTON, D.C. 20540

PROCESSING DEPARTMENT
EXCHANGE AND GIFT DIVISION

Refer to: AG

The publication noted below is needed for the collections of the Library of Congress. Would it be possible for you to present a copy to the Library? The enclosed mailing label, with your name as donor indicated on the package, will assure proper routing of the material upon arrival at the Library.

If the publication is not available as a gift or available only by purchase, we should appreciate a reply to that effect. Please do not send the material requested if payment is required. We shall be most grateful for such cooperation as you can give.

Sincerely yours,

Nathan R. Einhorn

Nathan R. Einhorn
Chief
Exchange and Gift Division

Enclosure

65-L-17b (rev 11/71)

ACQUISITION FORMS

Exchange request
Also French
Spanish
Portuguese versions
of letter

THE LIBRARY OF CONGRESS

WASHINGTON, D. C. 20540

PROCESSING DEPARTMENT
EXCHANGE AND GIFT DIVISION

The Library of Congress is continually making efforts to augment and complete its collections of government documents and of the publications of learned societies and institutions.

The publications listed below would be a most welcome addition to our collections. I hope that it will be possible for you to supply them to us either as a gift or on an exchange basis. I am enclosing addressed labels which will facilitate dispatch and proper routing after receipt here. If this material is not available, a reply to that effect will be appreciated.

Sincerely yours,

Nathan R. Einhorn

Nathan R. Einhorn
Chief
Exchange and Gift Division

Publication(s) needed by the Library:

351

65-L-8 (rev 11/68)

ACQUISITION FORMS

Exchange -
Also French
Portuguese
Spanish
versions

THE LIBRARY OF CONGRESS

WASHINGTON, D. C. 20540

PROCESSING DEPARTMENT
EXCHANGE AND GIFT DIVISION

The Library has received and recorded the publication noted below. We hope that you will make certain that the Library of Congress is on your mailing list to receive subsequent issues of this publication as a gift or on an exchange basis. The current mailing address for this publication is:

Library of Congress
Exchange and Gift Division
Washington, D. C. 20540
U. S. A.

We shall deeply appreciate your continuing to make this publication available to the Library of Congress.

Sincerely yours,

Nathan R. Einhorn

Nathan R. Einhorn
Chief
Exchange and Gift Division

The publication received:

(4)

Acquisitions Department
South Dakota State University Library
Brookings, South Dakota 57006

Gentlemen:

☐ This library acknowledges the receipt of the material listed below. We understand that it is a gift from you ( ) your organization ( ), and we wish to express our thanks for your consideration.

☐ We would appreciate it if you would include us on the mailing list for future publications on the same series or of a similar nature.

Please address any future communication to:

Acquisitions Department
Lincoln Memorial Library
South Dakota State University
Brookings, So. Dak. 57006

_____
Acquisitions Clerk

UNITED NATIONS NATIONS UNIES

NEW YORK

CABLE ADDRESS · UNATIONS NEWYORK · ADRESSE TELEGRAPHIQUE

REFERENCE AD 322/1

Dear Sirs,

The Dag Hammarskjold Library of the United Nations would like to obtain a complimentary copy of available back issues of the title(s) listed below, which are needed to complete the collection of official publications received for the use of the staff of the Secretariat and delegations of Member States; the years the Library is lacking are given following the title(s).

I should appreciate it very much if you would also place the Dag Hammarskjold Library on the mailing list to receive current issue and future issues of this title (these titles) as published. The material should be addressed to:

Dag Hammarskjold Library
United Nations
Acquisition Section/Serials
New York, N.Y. 10017

If this title is (these titles are) superseded, or no longer published, please advise me accordingly.

Thank you for the assistance you will give me in this matter.

Sincerely yours,

Elisabeth Nebehay

(Mrs.) Elisabeth H. Nebehay
Chief of Acquisition Section
Library

Incomplete holdings beg letter

G/6-E (7.65)

Gentlemen: Date_____
Please send us the following:

If this can be sent without charge, we will appreciate it. Otherwise, will you please quote price.

Cleveland Public Library
Serials Section

2536

CLEVELAND PUBLIC LIBRARY
Order Department
Serials Section

We will very much appreciate the favor if you can send for our inspection a sample copy of

Head, Order Dept.

Date_____
2505 Sample request

SOUTH DAKOTA STATE UNIVERSITY
BROOKINGS, SOUTH DAKOTA 57006
LINCOLN MEMORIAL LIBRARY

OFFICE OF THE LIBRARIAN

SDSU FEVER '76

Gentlemen:

We have received the following title on _____
which we ordered on _____, but have not received
an invoice:

Will you please send an invoice immediately.

Thank you,

Mrs. Gwen Carlson
Acquisitions Department

A land-grant university serving South Dakotans through Teaching—Research—Extension

ACQUISITION FORMS

SOUTH DAKOTA STATE UNIVERSITY
BROOKINGS, SOUTH DAKOTA 57006
LINCOLN MEMORIAL LIBRARY

OFFICE OF THE LIBRARIAN

Gentlemen:

Our library receives the following series from you.

Since it is not accepted as a standing order, we periodically reorder the series from you.

_____ We have _____, is the next edition/ volume published? If not, when is it to be expected?

_____ Will you please send _____ and enclose an original invoice. Please use our order number on all correspondence.

Thank you for your prompt attention to our request.

Sincerely,

Mrs. Gwen Carlson

Mrs. Gwen Carlson
Acquisitions Department

A land-grant university serving South Dakotans through Teaching—Research—Extension

Cancellation letter.

SERIAL RECORDS DIVISION
STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

Dear Sir:

Please cancel our standing order number _____
for the publication:

Effective immediately.

Kindly send refund to Serial Records Division.

PLEASE DO NOT CANCEL ANY ADDITIONAL SUBSCRIPTIONS FOR THIS TITLE.

Thank you,

Mrs. Gertrude Travis
Head, Serial Records

Search and quote letter form.

SERIAL DEPARTMENT
THE STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305

Dear Sirs:

We are interested in acquiring the following volumes of your publication to complete our set:

Please let us know if these issues are available and at what price. If you can not supply through your association, do you know of any sets available elsewhere?

Thank you,

Mrs. Gertrude Travis
Head, Serial Department

ACQUISITION FORMS

TO:

FROM: MICHIGAN STATE UNIVERSITY
LIBRARY-SERIALS
EAST LANSING, MI. 48824
U.S.A.

DATE:

A CANCELLATION NOTICE AMENDING OUR STANDING ORDER NUMBER_____FOR (TITLE):

CANCELLING_____COPY(IES) WAS SENT TO YOU DATED_____.

THE CANCELLATION WAS TO BE EFFECTIVE WITH_____. HOWEVER, WE HAVE CONTINUED TO RECEIVE:

BY OUR RECORDS: _____WE HAVE NOT PAID YOU FOR THESE ISSUES.

_____WE HAVE NO OUTSTANDING INVOICE FOR THESE ISSUES.

_____WE PAID YOU $_____ON YOUR INVOICE_____DATED _____FOR_____.

_____WE ASKED FOR CREDIT/REFUND OF $_____BY OUR LETTER OF_____.

_____WE HAVE AN OUTSTANDING INVOICE_____DATED_____ FOR THESE ISSUES. MAY WE CONSIDER IT CANCELLED?

MAY WE HAVE YOUR PERMISSION TO DISCARD THESE ISSUES?

TO SAVE YOU AND OURSELVES UNNECESSARY TIME AND POSTAGE WE WILL DISCARD THESE ISSUES IF WE HAVE NOT HEARD FROM YOU IN_____DAYS.

SINCERELY,

DAVID C. TAYLOR
SERIALS

FOR YOUR CONVENIENCE AND OURS, PLEASE USE THIS SPACE FOR YOUR REPLY.

OKLAHOMA STATE UNIVERSITY · STILLWATER

The University Library
405 372 6211, Ext. 237

74074

Gentlemen:

Please give us return permission for:

Billed on your invoice no._____dated_____,
for the reason indicated below:

_____Defective:_____.
Please send replacement copy "as due".

_____Billed as ordered; wrong title shipped. Send the correct title, as listed below, "as due".

_____Wrong title billed and shipped. Send a credit memo for this title and send the correct title, as listed below, on a new invoice.

_____Duplicate shipment.

_____Order was cancelled.

_____Other:_____

_____

_____

Thank your for your cooperation.

Sincerely,

(Mrs.) Guyla Bond Houston
Serials Librarian

GBH/kg

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Gentlemen:

We have received your recent statement (copy enclosed) which indicates non-payment for the following:

which was originally billed on your invoice:

According to our records we have paid for this item as follows:

Please recheck your records and see if you cannot locate our payment.

Thank you very much.

Very truly yours,

(Mrs.) Guyla Bond Houston
Serials Librarian

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Gentlemen:

You have been sending us the following publication on a complimentary basis:

Please remove the following address from your mailing list as of

Thank you very much.

Very truly yours,

(Mrs.) Guyla Bond Houston
Serials Librarian

GBH/lb

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Gentlemen:

You are sending us the following serial on a complimentary basis:

Would you please change our mailing address to read as follows:

Library - Serials Section
Oklahoma State University
Stillwater, Oklahoma 74074

The old address was:

Thank you very much.

Very truly yours,

(Mrs.) Guyla Bond Houston
Serials Librarian

GBH/ys

OKLAHOMA STATE UNIVERSITY • STILLWATER

The University Library
(405) 372-6211, Ext. 237

74074

Request for address change on paid or free subscription. Mailing label (or copy) is taped on.

Gentlemen:

You have been sending us the following publication on a complimentary basis:

Please change the mailing label from:

to read as follows: Library--Serials section
Oklahoma State University
Stillwater, Oklahoma 74074

Thank you very much.

Very truly yours,

Guyla Bond Houston
Serials Librarian

TO:

FROM: LIBRARY- SERIALS
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

DATE_____

Dear Sir/Madam:

We are writing concerning (title):

which we receive_____ on our standing order number _____

_____ through our dealer_____

We are continuously receiving _____ copies on our _____ copy standing order for the above title.

We are holding the following duplicate pieces:_____

We have paid_____
According to our records, we have not received an invoice for the duplicate material.

Enclosed are copies of all varying mailing labels. We hope these will assist you in tracing and correcting the duplication problem.

Your reply will be appreciated. If we do not receive a response from you within _____ days, we will dispose of all duplicates as we see fit.

Thank you for your help.

Sincerely,

David C. Taylor
Serials

For your convenience and ours, please use this space for your reply.

LIBRARY-SERIALS
MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824
U.S.A.

ADDRESS: DATE:

THIS IS A REQUEST FOR INFORMATION, NOT AN ORDER

DEAR SIR/MADAM:

PLEASE LIST NUMBERS, AUTHORS, TITLES AND PRICES FOR ALL VOLUMES IN YOUR SERIES

_____

PUBLISHED AFTER VOLUME_____, 19_____.

USE SPACE PROVIDED OR RETURN COPY OF THIS REQUEST WITH LIST.

- - - - - - - - - - - - - - - - - - - -

IF NO NEW VOLUMES HAVE BEEN PUBLISHED, WHEN IS THE NEXT VOLUME EXPECTED?

ARE YOU STILL PUBLISHING THIS SERIES?

THANK YOU FOR YOUR ASSISTANCE.

CORDIALLY,

DAVID TAYLOR

Form used to request a periodical or serial:

Author			
Title			
Place:		Pub:	Cost:
Freq:	Acct:	Req. by:	Vfd:
Begin with:			
Call no:		Backfile:	
Address:			

Form used by Periodical Department for ordering the periodical or serial:

Processing Dpt. Use Only		Periodical:
Ordered:	Rec'd:	Claimed:
Source:		
Payment cd. no.:		
Vis:	Temp:	Set dest:
Mail to:		
Address if direct:		
		066/3-75/2000

BINDERY RECORD

VOL.	DATE OF PERIODICAL	SENT	RETURNED	VOL.	DATE OF PERIODICAL	SENT	RETURNED

COLOR	TITLE	LOCATION

Form No. 200 Jan 6-70

BINDING RECORD

LC 67-48 (10/72)

GPO : 1972 O - 479- 066

SET			SET			SET		
VOLUME	SENT	RETURNED	VOLUME	SENT	RETURNED	VOLUME	SENT	RETURNED

VOL _____

DATE _____

****

PERIODICAL _____ SERIAL _____ INDEX _____

****

BINDERY _____ DATE _____

CHARGED BY _____

Three-part slip prepared when the first issue of new volume is received. The green and yellow parts are routed to the binding assistant, who pulls the binding, holds the green slip which will later route with the bound volume and leaves the yellow part as a charge record when the unbound volume is removed for binding. The pink part remains in the kardex as a charge to bindery until the bound volume is received.

B I N D E R Y P I C K - U P S L I P

TITLE _____

ISSUES _____

YEAR _____

INDEX _____

TPL 72-27

Shelf label when the volume is sent to the bindery:

PERIODICAL AT BINDERY

TITLE:

Vol.	Dates	Vol.	Dates

CONSIDER FOR

BINDING?

MLDGS. IN CHECK LIST

SEND TO

LABELING SECTION

RE-SEARCH

OTHER VOLUMES IN PROCESS

(forwarding date)

LC 67-8 (rev 1/64)

SPECIAL ATTENTION

For Loan to: Authorized by

☐ Assign to

☐ If other than 1st copy assign to

Authorized by

☐ For examination by

Completed by

☐ For photoduplication

Completed by

(Control No.)

☐ For interlibrary loan

LW 5/60 (rev 3/69)

DO NOT USE DO NOT RECORD

SERIALS DEPARTMENT
O.S.U. LIBRARY

DATE _____

TO: _____

WE HAVE RECEIVED THE FOLLOWING SERIAL ITEM:

TITLE: _____

_____

STATUS:

_____ SAMPLE COPY OF PERIODICAL/CONTINUATION

_____ GIFT ITEM

_____ APPEARS TO BE COMING WITH OUR SUBSCRIPTION
TO: _____

_____

RECOMMENDATION:

PERIODICALS:

_____ ENTER SUBSCRIPTION: ORDER CARD ATTACHED

_____ DISCARD

_____ CHECK-IN AND SEND TO AREA

_____ HOLDING SAMPLE FOR FURTHER CONSIDERATION

CONTINUATIONS:

_____ STAMP AND SEND TO AREA

_____ HAVE CATALOGUED AS SEPARATE NOT INTERESTED IN SERIES

_____ HAVE CATALOGUED; AM INTERESTED IN ENTIRE SERIES

_____ DISCARD

_____ HOLDING FOR FURTHER CONSIDERATION

Gladys Johnston
Serials Librarian

OSU LIBRARY SERIALS DEPARTMENT MEMO DATE _____

AREA/CALL NO. TITLE:

_____ _____

_____ _____

_____

_____ CEASED _____ SUSPENDED _____ TEMP. SUSPENDED _____ CANCELLED

_____ OTHER: _____

VOLUME AND ISSUE: _____

SUPERSEDED BY: _____

_____

_____ TITLE CHANGED TO: _____

_____

_____ AREA CHANGED FROM: _____ TO: _____

Title cessation: notify area, cataloging, bindery

Title suspension: notify area, cataloging, bindery
Temporary suspension: area only

Title change: notify area, bindery, reference, cataloging

Area change: notify areas involved, reference

Title cancelled (no call number): notify reference, area

Title cancelled (call number): notify cataloging, bindery, area

Guyla Houston
Serials Librarian

This form is filled out by the serials checkers and forwarded to the Catalogue Section
Used for title and issuing body changes

Priority _____ Date _____

To: Catalogue Section

Please return to Acquisition Section with new cards or comments on verso

From: Acquisition Section/Serials

Change of title and/or issuing body

1. Old title, issuing body, etc. Call no.

_____

_____

_____

Last issue received: _____

2. New title, issuing body, etc.

_____

_____

_____

First issue received: _____

Source of information: _____

Attachments

_____

_____

Purchase Exchange Gift

_____

3. Approved by Serials Committee _____

4. Action completed by Catalogue Section _____

5. Change noted: Order Desk (serials) G&E records

_____ _____

L.15 (3-68)

LIBRARY / CATALOG DEPT.
JUN 13 1973
UNIV. CALIF. BERKELEY

TO:

The titles listed below are duplicates according to Checklist records. Please indicate specifically that you have/have not received your copy; and, can/can not use a duplicate copy. In either case, return this form to the duplicates clerk for completion of processing.

Thank you.

Duplicates
Serials Acquisitions

Routing/marking slip used for hard bound serials needing spine markings and going to Main Stacks.

MAIN STACK
FOR SHELVING AND COUNTING

_____Discard earlier issue which this supersedes.

_____Check previous issues. Send to bindery if enough accumulated

_____Re-enter

****

_____Serial

_____Document Serial

_____Current Periodical

_____Thesis

_____Latest Issue from Ref.

_____Drama Transfer

377

Routing form for locations outside of Main Library.

LIBRARY CAMPUS MESSENGER

TO: .....
(Dept./Div./Lib./Off.)

.....

ATTN.: .....

RETURN TO: .....

FROM: .....

IN: .....

Instructions:

All Material is accepted for delivery subject to the following.

1. NO material accepted without proper slip.
2. DESTINATION must be plainly stated. No abbreviations.
3. All material must be properly packaged, tied, or boxed.
4. Responsibility is limited to the exercising of all normal care and caution in effecting delivery of material.
5. The Messenger Service shall not be liable for any loss, damage or delay incurred in the transportation of material.

SUL 37-[illegible]-0-72-24194

CENTRAL SERIAL RECORDS

CHARGE & SEND TO:

ADD

ANALYZE

S. O. C.

CAT. AS SEPARATE

ADD NOT CATALOGED

DESTINATION

Acquisitions Dept.
Agr. Econ. Ref. Rm.
Agr. Engineering
Animal Industries
Business Lib.
Catalog Dept.
Chemistry Lib.
Conrad Lib.
Cyclotron Lib.
Engineering Lib.
Geology Lib.
Maps & Microform
Mathematics Lib.
Physics Lib.
Reference
Research Lib.
Science Lib.
Undergraduate Lib.
Veterinary Medicine
Wilson Lib.
other:

CALL NUMBER

ACQUISITIONS DIVISION

Receiving Problem Routing Slip

CHECK ROUTE, DATE & INITIAL ALL CHECKS

_____ TO ORDER FROM CSR _____

_____ TO CSR FROM ORDER _____

_____ TO REPLACE. CLERK _____

_____ TO PROBLEMS CLERK _____

_____ MAILING LABEL ENCLOSED _____

_____ INVOICE ENCLOSED _____

_____ ORDER NUMBER _____

_____ Not a B - order _____

_____ Not a Set _____

_____ Not a Replacement _____

_____ Not an S - order _____

_____ Dup. for CSR _____

_____ Precedes ST/O _____

_____ Too Old for CSR _____

_____ CSR Entry: See Sets File _____

_____ If not B-order, Send to G&E _____

_____ Entry in CSR _____

_____ ENTRY _____

_____ Return To: _____

_____ Returned & Sent On _____

COMMENTS:

FROM CURRENT CHECKLIST TO ACQUISITIONS SECTION HOLD SHELF

_____ First issue(s) sent to Catalog Department

Date first issue(s) sent:

_____ Earlier issue(s) sent to New Cataloging Hold Shelf

Date(s) earlier issues sent to New Cataloging Hold Shelf:

FROM ACQUISITIONS SECTION TO CATALOGING SECTION

_____ Accumulation of three or more issues on New Cataloging Hold Shelf. Please check to verify that title is being cataloged.

_____ Annual

Date first issue(s) sent for cataloging:

FROM CHECKLIST TO CURRENT CHECKLIST

_____ This is an incomplete separate

Holdings card now in Checklist. Please search Current Checklist again.

_____ Neither earlier issues nor catalog records for earlier issues found. Treat as new cataloging.

INSERT WRAPPER OR STATE SOURCE WHEN AVAILABLE

TO: _____ Selections Officer

_____ Exchange and Gifts

_____ Book Purchasing

_____ Duplicate/Claims Unit

_____ Documents

_____ Other: _____

_____ No Check List Card

_____ In Check List Under: _____

_____ Sample

_____ Not a Serial

_____ Do Not Use; Do Not Record

_____ In Official Under: _____

_____ In OOF Under: _____

_____ P. O. Number: _____

_____ Copy Already Recorded for: _____

_____

_____ Received Directly in: _____

_____

_____ Claimed: _____

_____ Subscription Cancelled Effective: ___

_____ New Order Duplicate for: _____

_____ First Copy Received on S.O./Sep. O.

Number _____

_____ New Title Received on: _____

Membership in _____

_____ P. O. _____

Standing Order for _____

_____ P. O. _____

_____ Other: _____

Newspapers: 1: checking card
2: routingslip

C.

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
--	1	2	3	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28	29	30	31

Return to Stacks, L-1B-40

L.74 (2-62)

NEWSPAPER ROUTING SLIP
Dag Hammarskjold Library

Item no:

TEMPORARY SLIP CARDS IN PROCESS

Series:

Author/title
of analytic:

Holdings

Book to:

Form 150

Date:

MEMO TO P.R.R.

RE:

CURRENT NUMBERS FOR VOL._____ MAY BE DISCARDED AS THE BOUND VOLUME HAS BEEN RECEIVED.

_____, CSR _____ , 19__

DUPLICATE PROBLEM

PUT ALL FURTHER DUPLICATES ON DUP SHELF

INITIALS DATE

TITLE CHANGE PROBLEM

DO NOT CHECK IN PIECES.
PLEASE PUT THEM ON THE ENTRY OUT SHELF.

_____ _____
(DATE) (INITIALS)

PERIODICAL DECISION CARD AGENCY_____

TITLE_____

HOLDINGS_____

FREQUENCY_____

COMMITTEE RECOMMENDATIONS	DECISION	CATALOGING RECOMMENDATIONS
_____	Order Bk.file____ Cont. ____	Serial
_____	Gift ____ Exch. ____	Analyze
_____	Discard ____ Location____	Part.Analyzed
_____		Monograph
_____		Keep but do not catalog

RUSH

331

CHANGE IN SERIAL

Date Started:

Type of Change:

PERIODICALS. Initial:

Old Entry:

New Entry:

Call Number:

Visible
Printout

SET CONTROL. Initial:

Rolodex
Temp
Payment cards

SET CATALOGING. Initial:

Record holdings
Remove notes
Close out title
File temp

041/2-75/500

SERIALS ROUTING SLIP

CATALOG DEPT:

Analyze

Do not mark spine

Non-circulating

Return for binding

CIRCULATION DEPT:

Charge to:

DIVISIONS

Keep _____ yrs. only

Discard superseded issues

Latest vol. Reference

Latest vol. Soc. Science

Faculty circulation

Replacement

OTHERS:

Bind as rec'd

SERIALS SECTION
UNIVERSITY OF
OREGON LIBRARY
EUGENE, OREGON
U. S. A.

UL-107 (Rev.)

Used for change of locations, withdrawals, etc.

TRANSFER-CANCEL FORM

Call no. Author _____

Title _____

Vol. _____

Ed. _____

Year _____

Copy no. _____

Comments:

Requested by _____ Date _____

Transfer from _____ Library

Transfer to _____ Library

Cancel _____ Cancel & replace _____

Volumes: Lost _____ Herewith _____ Already transferred _____

If from dept. library: Cards herewith _____

Cards not found _____ Copy records changed _____

Approved by _____ Total physical volumes _____

Resources count: Subtracted by _____ Added by _____

Directions: Fill in appropriate spaces on this form and follow routine on verso. **Discard this form when all action completed.**

SUL-98 rev. '67

Serial Number	Title (T)	Date	Old Call Number (CAL)
Old Location (LOC)	Stanford Union List of Serials (SULS) updating form- used for notifying the SULS staff of changes, additions, etc. for any serial titles		New Call Number
New Location			

☐ Add Information _____ ☐ Delete

☐ Change _____ ☐ New Serial

Holdings (HOL)

Notes:

Serial Process Form used for setting up new titles or changing any records (titles, closures, supersedures, etc.)-sent from Serials Dept. to the Serials Catalogers with appropriate materials and/or explanation.

FIRST_____ CALL NO._____

NEW_____ _____

COPY_____ _____

ENTRY:

VOL.:

1. Shelve

   a. Stacks_____

   b. Other_____

2. Bind_____ Do not Bind_____

4. Previously bound_____
   If 3 and 4 checked, Serials Records will notify Binding and Finishing to remove card from file.

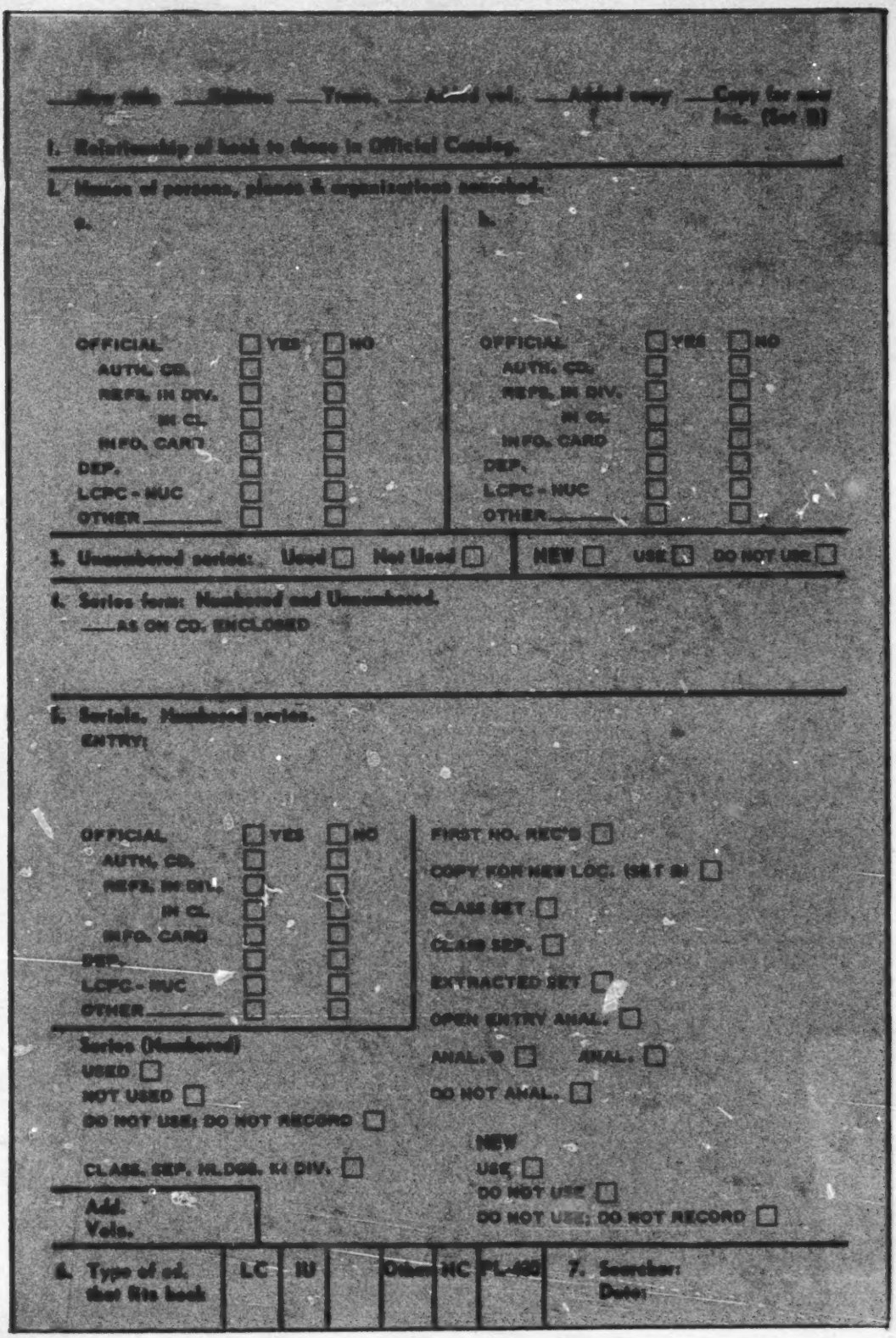
5. Box_____ OD for processing____

   Subscription_____ Gift and

   Exchange_____ Purchase_____

REMARKS:

Search slip for newly received items, either new cataloging, monographs in series, or non-serials. (Recto)



___New title ___Edition ___Trans. ___Added vol. ___Added copy ___Copy for new loc. (Set B)

1. Relationship of book to those in Official Catalog.

2. Names of persons, places & organizations searched.

a.

	YES	NO
OFFICIAL	☐	☐
AUTH. CD.	☐	☐
REFS. IN DIV.	☐	☐
IN CL.	☐	☐
INFO. CARD	☐	☐
DEP.	☐	☐
LCPC - NUC	☐	☐
OTHER _____	☐	☐

b.

	YES	NO
OFFICIAL	☐	☐
AUTH. CD.	☐	☐
REFS. IN DIV.	☐	☐
IN CL.	☐	☐
INFO. CARD	☐	☐
DEP.	☐	☐
LCPC - NUC	☐	☐
OTHER _____	☐	☐

3. Unnumbered series: Used ☐ Not Used ☐ | NEW ☐ USE ☐ DO NOT USE ☐

4. Series form: Numbered and Unnumbered.
___AS ON CD. ENCLOSED

5. Serials. Numbered series.
ENTRY:

	YES	NO
OFFICIAL	☐	☐
AUTH. CD.	☐	☐
REFS. IN DIV.	☐	☐
IN CL.	☐	☐
INFO. CARD	☐	☐
DEP.	☐	☐
LCPC - NUC	☐	☐
OTHER _____	☐	☐

FIRST NO. REC'D ☐
COPY FOR NEW LOC. (SET B) ☐
CLASS SET ☐
CLASS SEP. ☐
EXTRACTED SET ☐
OPEN ENTRY ANAL. ☐
ANAL. 'D ☐ ANAL. ☐
DO NOT ANAL. ☐

Series (Numbered)
USED ☐
NOT USED ☐
DO NOT USE; DO NOT RECORD ☐

CLASS. SEP. HLDGS. IN DIV. ☐

NEW
USE ☐
DO NOT USE ☐
DO NOT USE; DO NOT RECORD ☐

Add. Vols.

6. Type of ed. that fits book | LC | NU | | Other | NC | FL-400

7. Searcher:
Date:

Search slip for newly received items, either new cataloging, monographs in series, or non-serials. (Verso)

8. Names of persons, places & organizations searched.

a.			b.		
OFFICIAL	☐ YES	☐ NO	OFFICIAL	☐ YES	☐ NO
AUTH. CD.	☐	☐	AUTH. CD.	☐	☐
REFS. IN DIV.	☐	☐	REFS. IN DIV.	☐	☐
IN CL.	☐	☐	IN CL.	☐	☐
INFO. CARD	☐	☐	INFO. CARD	☐	☐
DEP.	☐	☐	DEP.	☐	☐
LCPC - NUC	☐	☐	LCPC - NUC	☐	☐
OTHER _____	☐	☐	OTHER _____	☐	☐

9. EDITIONS, TRANSLATIONS, RELATED WORKS: Specify locations and call no., imprint, paging & tracings for latest ed. in same lib.; note briefly earliest ed. in same lib., and latest anywhere. If ed. only in diff. lib., give data for latest anywhere, also noting earliest ed. briefly.

___Ed. ___Trans. of book already in same lib. ___Cat. on LC cd.
___Ed. ___Trans. of book only in diff. lib. ___Cat. on MiU cd.
___Not ed. or trans. but related information. ___Title change (specify)

10. LCPC - NUC Citation

CL _____ Return to _____

MiU search slip
Form 07-02/73

Worksheet which is filled out when a new title is ordered. It is sent to the Catalog Department with the first piece received of the new title. After the title is cataloged, the revised worksheet serves as a model for typing the permanent record card. (Recto only shown)

ENTRY	TITLE	HISTORY

SO:

STANDING ORDER
ORDERED ITEM BY ITEM
GIFT & EX.
BACKFILE
MEMBERSHIP
SUBSCRIPTION

CALL NO.

__ANALYZE
__ROUTER: SEE NOTE
__CURR. ISSUES ONLY
__LATEST EDITION IN_____
__SHELVED IN_____

Dealer:

BIND EVERY:

FREQUENCY:

☐ NOTES ☐ X-REFS ☐ WHITE CARD

CODE:

Searching:

PC
INACT
IPF
MCRS
LC
MANSELL
NST
NST:CH
ULS
CSF
CSR
CRL
CBI

☐ RE-SEARCH ☐ QUICK CAT.

APPENDICES

Appendix no.1

Calif., U., Los Angeles

The Serials Department of the University Research Library at the University of California, Los Angeles is directly responsible for the receipt and processing of nearly 20,000 individual titles and over 1,500 added copies.

Official documents from government agencies and titles with direct mailing to Branch Libraries are not included in these figures.

Mail delivery is made twice a day to the Library Receiving Room which in turn brings the mail bags, un-opened, to the Serials Department. The deliveries are made at prescribed times and student assistants are scheduled for these hours, as they are responsible for sorting the mail immediately upon receipt in the department.

Compressible movable bins are used for emptying the contents of the mail bags and a unit containing twenty 17" x 14" size sections resting on a large counter enables the students to sort from the compressible bin into the sections in alphabetical order by entry.

The Student Assistants also identify and record receipt of the material on to the visible file records and indicate the entry on each publication as well as the location to which the material is routed. At the end of their scheduled work period, the processed material is stamped with an automatic date stamp which also identifies the item as property of the University Library System as well as providing a count of all material processed each week. Once the material has been distributed to the various locations for pick-up, responsibility of shelving and servicing becomes the function of the Public Service Section of the Department.

Extensive use of cross references is encouraged which enables those processing the material to more quickly identify and process the incoming items.

The desirability of students with a foreign language background is evident. Knowledge of German, Spanish and French is provided by at least one of the student assistants in this section. Students with special language ability in Russian, Arabic and Hebrew are employed for identifying and processing material in these languages that require accurate and detailed transliteration.

Separate entry files are used for material from the East European Countries, the bulk of which is represented by the Slavic languages. (Russian, Bulgarian, Czech, Polish, Serbo-Croatian, Slovene, Ukrainian). There are over 2,300 titles in these files.

The Arabic PL-480 titles also have separate visible file records, as do the 558 newspapers which are received daily in the University Research Library

Cross references are provided for each of these titles to be found in any file other than the centrally located records which contain the main part of the current collection. Each cross reference directs the searcher to the specific area file. Newspapers are cross indexed from the name of the newspaper to the place of publication under which they are cataloged.

These references were filed with the retired records which are kept in alphabetical order in containers resting on top of the active visible file records. In the past, space did not permit filing the cross references in the active visible file but plans have now been implemented to make this possible.

CLAIMING

In order to expedite continued receipt of paid subscriptions, gifts and exchanges, a claiming procedure is followed.

All titles for which material is recorded are tabbed to indicate the frequency of publication. Each frequency is identified by a different colored tab, and these tabs serve as the initial guide in claiming. Once the claiming pattern has been established the procedure should be continuous until each cycle is completed.

A. Monthly, weekly, semi-monthly: Tab RED
   1. Claim at least six times a year
      a. February, April, June, August, October and December

B. Quarterlies: Tab BLUE
   1. Claim three times a year
      a. March, July and November

C. Annuals: Tab YELLOW
   1. Claim twice a year
      a. January and September

D. Biennials, Irregulars and Miscellaneous: Tab GREEN
   1. Claim twice a year
      a. May and November

The necessity of sending a claim can be substantiated when the date of receipt is recorded. These dates often follow a consistent pattern of receipt and serve as an additional guide in claiming.

In the majority of cases, where no previous issues are missing and there has been no case history of claiming, more time should be allowed for receipt of material.

Certain extenuating factors such as war, weather, strikes and other variables should be considered before judging shipments or replies to claims as overdue.

Material from areas outside of the United States is requested through the authorized agent unless the subscription is placed with the publisher. A separate form is prepared for each title, although more than one form may be enclosed in the envelop for mailing to the same source.

The domestic Daily, Weekly, Monthly and Quarterly publications are claimed direct from the publisher even though the subscription is placed through an agent.

Domestic Annual and Irregular publications are always requested through the agent, unless subscription is placed direct with the publisher.

All Exchanges are claimed through the Exchange Partner as indicated on the visible file card, and Gifts are requested through the donor.

All claims should be noted on the verso of the visible file record indicating the issues claimed and the date on which the claim was made.

The Double Domestic Postal Card is used for all domestic claiming. Since postage has been paid, this form is very effective and a good percentage of replies are received in return. This card may not be sent out of the United States.

The Double Letter Form in English may also be used for Domestic claims and provides more space for inclusion of added information or a short inquiry.

Requests going outside of the United States should be sent on the Double Letter Form one title to a form. In addition to the English, these forms are provided in Spanish and French.

If two Domestic form claims to the publisher result in no replies or receipt of material, and the subscription is through an agent, this information, along with the identifying order number or other pertinent information is sent to the agent.

Requests for service on new orders for which no material has been supplied, are always sent to the agency through which the order has been placed. A Special form letter is available for this request.

All Gift and Exchange titles are referred to G & E after two form claims have failed to produce missing material or a reply. Once the title has been referred to the Gifts and Exchange Department, the visible file is noted with this information and all claiming through the Serials Department ceases until service is resumed, or the Gifts and Exchange Department notifies us that we may continue with our claiming.

Replies to claims are noted on the visible file, with the date and nature of reply. This information in turn serves as the starting point in determining the timeliness of the next claim.

Any unsatisfactory reply must be resolved.

Appendix no.2

Cornell U.

Receiving

All mail, except for PL-480 (India, Pakistan, Ceylon) and NPAC (Southeast Asia) is delivered on book trucks unopened. As it is removed to a sorting table for opening, mail from Russia, Southeast Asia and East Asia (China, Japan and Korea) is removed and forwarded to the department's Slavic Studies, Southeast Asia and East Asia area program assistants respectively for opening.

As mail is opened, the wrapper is inserted in the issue and issues are divided as follows: 1st half of alphabet; 2d half of alphabet, issue(s) and/or volume(s) with invoice; and monographic series. The latter two categories are forwarded to the sections invoice clerk, and to the Acquisitions Department respectively. When opening produces issues in the three special areas mentioned above, they are forwarded to the appropriate area program assistant.

When opening is completed, each half of the alphabet is sorted by letter and then arranged alphabetically by title and/or author/title within the letter. Area program assistants follow the same procedure for opening and alphabetizing.

Serials received through the PL-480 program are delivered ready for sorting and alphabetizing and are processed with the rest of the opened mail. Serials received through the NPAC program are also delivered ready for sorting and alphabetizing by the Southeast Asia area program assistant.

Checking-in

Each staff member of the Kardex Maintenance Section is assigned a section of the Kardex. Working alphabetically within the section assigned, each person records on the Kardex record the following for:

Periodicals - volume number when applicable with red pen; year when applicable, issue number and/or month/season and date received with black pen.

Complete volumes, Yearbooks, Annuals - volume/issue number/edition when applicable with red pen and date received with black pen, or a v by year when applicable and date received with black pen.

Issues/volumes put into the wrong alphabetical sequence are passed on to the person checking in that section.

If a preceding issue or volume needs to be claimed, the record is removed after issue in hand is recorded and a "card out" notice, dated and initialed, is put in its place.

When a new record is needed because space is used up or a different type of record is needed, the record is removed, a "card out for new record" notice, dated and initialed, is put in its place. The issue with the record is then put on a designated shelf in the section to have a new record made, with the record maker recording the issue when the new record is made. Whenever possible these new records are prepared as the last issue that fits on the card is checked in.

When a change in title or entry is evident, a date flyer is inserted in the issue/volume and at the end of the check-in process the issue/volume is placed on designated shelf in the Searching Section of the department for appropriate action.

When a record cannot be located, the issue/volume is set aside. When check-in is completed, issue and/or volumes are checked against the Decision File. If a decision card is not located, issues and/or volumes are placed on designated shelf in the Searching Section of the department for appropriate action.

Claimed issues.

The issue/volume is recorded as described under checking in and the claim notice filed with the record is removed. The claim notice is discarded if issue/volume is going to the main stacks, and is attached inside front cover if issue/volume is going to a department library.

Area program Kardex - East Asia (titles in Chinese, Japanese, Korean), Cyrillic and Southeast Asia (all titles published in Southeast Asia).

Check in procedures are the same with the following exceptions:

Titles in Chinese, Japanese, Korean - volume, issue number and date is recorded on issue as well as the romanized title when issue goes to a department library.

Titles in Thai and Burmese - romanized title, volume, issue number and date is recorded on issue.

As unbound issues are checked in the call number is written on the front cover in the upper left hand corner with pencil, and the issue is placed on top of the Kardex. As bound volumes are checked in, using an appropriate flyer, the call number is recorded at the top of the flyer, a X is placed beside added volume, the Fund number is written in after added volume, the flyer is inserted in volume and the volume is placed on top of the Kardex.

Claiming

In general claims for issues not received are initiated when an issue is checked in; however, a claim is not initiated if record shows that issues are received out of sequence (frequently the case with shipments from foreign dealers).

Each staff member of the Kardex Maintenance Section and the Area Program Assistants prepare claim notices on a daily basis. In addition to typing in appropriate information, mailing information (name of dealer or publisher and address) is added above the perforated line. The multiple form is distributed as follows:

White - turned over to the Section's Claims Clerk to hold until end of week.
Orange - filed in front of the check-in record in Kardex.
Yellow - retained by each staff member for checking against Kardex on a monthly basis. File is arranged alphabetically by entry by month.
Pink - sent to department library when applicable, otherwise discarded.

The claims clerk turns the claim notice over to the department's secretary on Friday who then processes the notice for mailing by addressing envelope, removing the top portion above the perforation and attaching notice(s) to the form letter.

Second and third claims are initiated at the end of one or two months (depending on the type of publication) for domestic publications and at the end of three months for foreign publications. The same claim notice form with 2d or 3d added is used and parts of the multiple form are distributed as described above except that the staff member clips the yellow part of the form together with the first.

When a department library initiates a claim, the white, orange and yellow parts of the claim notice are sent to the section's claims clerk. These are checked against the Kardex and if claim has already been initiated, the date the claim was sent out is noted on the notice and returned. If the Kardex record shows the issue was received and forwarded to the department library, date of receipt of issue is recorded on the notice and it is returned to the department library along with the request that a replacement order be submitted. When a claim has not been made, the claims clerk processes and distributes the parts of the notice.

While the claim notice is used for the majority of claims, the Area Program Assistants may claim issues for a title supplied on a complimentary basis by a letter which is written or typed in the appropriate language.

Appendix no.3

Miss., U.

RECEIVING: The campus mail carrier brings in the mail sacks and packages and empties the sacks (usually about two) onto the tables. A representative of the Acquisitions Department sorts the packages and boxes and gives us ours; three or four members of the Serials Department work on what was in the sacks. First newspapers are pulled out to be handled separately, then the label on each item is checked to make sure it belongs to us. Documents, mail for other library departments, and for other destinations on campus are pulled out and distributed. THEN the mail is opened and the wrappers discarded, unless the item looks strange, or we notice that we have received duplicates. The mail is then sorted into four alphabetical groups: A-G, H-M, N-R, S-Z. Each person takes a pile and puts it into alphabetical order, then it is loaded on a truck in order, with newspapers on top, and brought upstairs to the check-in station.

CHECKING: Newspapers are checked in first so that they can be made available to the public quickly, then periodicals and serials are checked in. Two people work together on mail checking, usually the mail checker and a student assistant. One person calls out the title, date, volume and issue number, stamps the issue and puts it in the proper pile for shelving. The other writes the volume and issue number and date of receipt on the card and announces the destination of the magazine. Looseleaf material is also checked in (tax services, etc.) and the call number is written on the envelope for the benefit of the filer (not a Serials employee). This process moves quite quickly as a rule. If, in checking in an issue, it is noticed that the previous issue was missed, a slip is made for claiming later; if the volume is complete, a slip is made to that effect. The checker writes the slip while the caller searches for title page, index, etc. These slips are used to gather volumes to be bound. Loose indices and missing issues of completed volumes are put in special boxes, to alert other staff members that the volumes are ready to be bound. Books in series are checked in on the card much like a regular magazine, but instead of stamping it the caller writes the date and department charged for it in the book, the checker calls out the Class no. and call number and the caller writes the number on a flag and inserts it in the book. Particularly confusing items (misnumbered, title changes, unknown titles, etc.) are put aside and checked later. We try to get through the routine mail as quickly as possible. Everything is checked in, shelved and available before noon.

CLAIMING: Some issues are claimed when they are noticed in checking in a later issue. Routine claiming is handled as follows: with a drawer containing slips on issues previously claimed, and a box of check-in cards before us, we check each title to make sure it is in order. If something needs to be claimed or reclaimed we make a slip giving title, volume, number and date of issue, and address of publisher

(for reclaims we just pull old slip). We make a note on the check-in card that the issue is being claimed. The slips are given to the typist (student assistant) who types and mails the cards and letters. Last year we sent a total of 2739 cards and letters and probably 99 per cent of these were regarding claims and other subscription problems. Claims for serials which must be paid for separately are made by the person who handles the Serials Department renewals, invoices, orders etc., not by mail-checking personnel.

Appendix no.4

Northwestern Conn. Comm. C.

PERIODICALS

Periodicals are received and entered daily by the person assigned to do this job. Each periodical is stamped with the "Received & Date" stamp.

(1) In the upper right hand corner of the cover and

(2) The upper right hand corner of the first page.

Periodicals are entered in the periodical entry file which is arranged alphabetically by title. Each periodical is entered under its title. Newspapers are at the head of the alphabet; otherwise the periodicals are in alphabetical order.

The card gives the:

Title
Frequency (daily, weekly, etc.)
Source (whether ordered direct from publisher, subscribed to via an agency or a gift)
Limits of publication (such as "published Sept. to June only")
Classification (Education, Science, Miscellaneous, etc)
Expiration (if expiration date is not the usual calendar year)
Year
Volume on entry part of card

Cards for periodicals no longer received are pulled and filed alphabetically in the back-number periodical file. Cards that are filled are also filed there.

Entries

Dailies -- entered by a check (✓) under appropriate month and day. One card to each year.

Weeklies -- entered by no. of issue in sequence. Three years to a card.

Bi-Weeklies -- entered by no. of issue in sequence. Monthly card is used.

Twice monthly -- entered by no. of issue in sequence. Same card as is used for monthlies.

Claiming missing numbers of periodicals.

When a person who enters periodicals sees that a number has not been received (chiefly by observing that one is missing when the next one arrives), he clips a label from the periodical, pastes it on a "Missing Periodical" form. This form is then sent to the publisher or to any other source of the periodical. He also pencils a "w" (signifying a notice has been sent to the publisher) on the entry card in the spot where the missing issue would have been entered if it had been received. This penciled "w" is written over when the missing periodical arrives and is entered.

Every two to three months the entire periodical list is gone through to check for missing numbers which otherwise might be missed and missing numbers are sent for if necessary.

Appendix no.5

Northwestern U.

AUTOMATED SERIAL CHECK-IN SYSTEM

The Northwestern University Library automated serial check-in system is one portion of a totally centralized and integrated technical processing system. Check-in is carried on in an on-line mode using IBM 3270 cathode ray tube terminals to access a file of records maintained in an IBM 370-135 computer. Access is through search key which is a truncation of words used in the record's main entry, be it title or corporate author/title. Check-in is accomplished by altering the volume holding (VH) fields to reflect receipt of pieces. Purchase orders, claims, and worksheets of records are produced through operator command, or in the case of claims, through a program designed to review records for inactivity.

Records consist of combinations of twenty-seven different kinds of MARC based or local fields mnemonically tagged for ease of identification. A typical serial record contains a title (TI), imprint (IM), order data (OD), payment data (PD), internal data (ID), fields which give a variety of information, call number (CN), and volume holdings fields (VH). A record may also contain additional bibliographic fields: main entry (ME), subject headings (SU), added entry (AE), and notes (NO). Other acquisition fields frequently used include: action date (AD), and card number (CR). Records are linked to each other through use of related record fields (RR).

Check-in begins when a terminal operator receives a piece, derives a tentative key, and inputs a search command (SCH) to the computer file. For example, holding in hand volume 31, number 6/7 of the Italian periodical IDEA (cover reproduced in appendix), the terminal operator would input:

sch;ide a

The computer responds with a file number if it finds a record for which the main entry matches the key. The operator in turn opens the record of modification by typing the command, "MOD." Once the record is opened for modification, the operator performs three steps. First, the operator queries the fields to determine that the record matches the piece in hand. A multiple display command, "?.1", brings to the screen the TI, ID and last VH fields. Normally this display is sufficient to identify the record. Should the record remain ambiguous, the operator may call for display of the imprint (IM), order data (OD), or main entry (ME) fields to identify the record further. Once certain the record

is correct, the operator proceeds to the second step, altering the volume holdings (VH) field to reflect receipt. For example, with volume 31, number 6/7 of IDEA, the operator changes:

VH3: 31,no.1-5, (1975,Jan-May) (DK) (08/29/75)

to:

VH3: 31,no.1-6/7, (1975,Jan-June/July) (BW) (1-/15/75)

recording his initials to identify himself as the person responsible for the latest updating of the field. The computer automatically assigns the current date to the field. The final step is the dispatch of the piece into the library collection. If the location is not given in an ID field, the operator displays the call number field (CN) to determine the location.

Claims are produced in two ways. Their terminal operator may call a claim at the time a missing issue is noted. For example, if the operator held volume 31, number 6/7 of IDEA and the previous volume holdings read:

VH3: 31,no.1-4,(1975, Jan-Apr) (DJN) (7/20/75)

the operator would change the line to read:

VH3: 31,no.1-4,6/7,(1975, Jan-Apr,June/July) (BW) (10/17/75)

and input a claim into an ID field:

ID5: nr#clmd#n#v.31,no.5(May, 1975)#1#10/17/75

close the record, calling a claim worksheet, as in following examples.

ANNO XXXI N. 6-7 - GIUGNO-LUGLIO 1975 (Sped. in abb. post. gruppo III) 70%

IDEA

49

MENSILE DI CULTURA E DI CRITICA SOCIALE

In questo numero:

Editoriale: L'ora della verità nuda e cruda ■ Il voto paradossale del 15-16 giugno, di Franco Genovesi ■ La Democrazia Cristiana al bivio, di Guglielmo de' Giovanni ■ La discussione sull'aborto, di Raimondo Spiazzi ■ Lo Stato a difesa del diritto, di Guido Gonella ■ La sorte dello Stato assistenziale, di Vittorio Mathieu ■ Un pioniere della liberazione: Bartolomeo Las Casas, di Reginaldo Frascisco ■ L'Anno Santo e le attuali istanze dello spirito religioso, intervista di Pierre Emmanuel.

403

Idea
centro editoriale

NORTHWESTERN UNIVERSITY LIBRARY 10/17/75
Evanston, Ill., 60201 ide a

MEMORANDUM RE NONRECEIPT OF THE FOLLOWING:

Idea. Roma.

liberma Our PO no.
A7883
(01/20/72)

IF YOU ARE UNABLE TO SUPPLY THE ABOVE MATERIAL OR IF THERE WILL BE AN EXTENDED DELAY, PLEASE NOTIFY US.

- -

ide a (09/30/70) SERM(10/17/75) C PAGE 1

TI1: Idea.###anno 1- genn.1945-

IM1: Roma.

NO1: "Rivista mensile de cultura e di vita sociale."

CN1: n#L055,I19#v.

ID1: loc#ci in pr

ID2: ivpy#12/1

ID4: rev#1,wtf,7/7/72

ID5: nr#clmd#n#v.31,no.5(May, 1975)#1#10/17/75

OD1: ser##liberma#n#-####A7883(01/20/72)

PD1: 15.00#1/1/72##n#v.28#1-(03/13/72)

PD2: 15.00#12/30/72##n#v.29#1-(02/12/73)

PD3: 15.00#12.30/73##n#v.30#1-(04/22/74)

PD4: 20.00#12/30/74##n#v.31#1-(02/06/75)

VH1: 1-30(1945-74)(06/16/75)

VH3: 31,no.1-4,6/7,(1975,Jan-April,June/July)(BW)(10/17/75)

AD: 10 MAR 1976

ME RO UT ED CO SE SU AE SA CA DD CR SB RR LA BS BT

ide a

Ship to:

PURCHASE ORDER No. 51017-777

NORTHWESTERN UNIVERSITY LIBRARY
EVANSTON, ILLINOIS, U.S.A. 60201

Book code ide a
1 M Date 10/17/75

Idea. Roma.

VOLS. v.30,no.1(1974)- AND ALL FUTURE ISSUES.
PRICE: $20.22 FUND: ser
DEALER: liberma

SAMPLE

PLEASE FOLLOW INSTRUCTIONS ON REVERSE SIDE OF THIS SLIP

Ship to:

REPORT SLIP ORDER NO. 51017-777

NORTHWESTERN UNIVERSITY LIBRARY
EVANSTON, ILLINOIS, U.S.A. 60201

Book code ide a
1 M Date 10/17/75

Idea. Roma.

VOLS. v.30,no.1(1974)- AND ALL FUTURE ISSUES.
PRICE: $20.22 FUND: ser
DEALER: liberma

PLEASE RETURN THIS SLIP WITH BOOK. If item unavailable, indicate reason on verso of this slip and return to us.

1. BILL IN DUPLICATE: Quote our order number on invoice; address to Order Department, Northwestern University Library, Evanston, Illinois 60201.
2. Return report slip with book or report.
3. This order is subject to the usual Library discount.
4. Report before sending on every item which is a reprint, extract, or part of series, unless our order gives this information.
5. Report before sending if our data are incorrect or if price is unusually high.
6. An order from a second hand or antiquarian catalog is considered cancelled if the book has been sold.
7. Send orders DIRECT TO NORTHWESTERN UNIVERSITY LIBRARY by BOOK POST. Mark package BOOK POST in English.
8. Large, bulky shipments send via sea freight to the address given in Item 1.

ITEM NOT SUPPLIED BECAUSE:

1. Discontinued ☐ Suspended ☐ Not yet published ☐
2. Sold ☐ Out of print ☐ Claimed repeatedly. Shall we continue our efforts? ☐
3. It forms part of series: _____
   Author's correct name is _____
   Correct title reads _____
   It is a reprint ☐ It is an extract ☐ Do you still want? ☐
4. Not available separately. Shall we supply complete set? ☐
5. Price is _____ Do you still want?
6. Remarks:

A **THIS BOOK HAS BEEN ORDERED** ORDER NO. 51017-777

NORTHWESTERN UNIVERSITY LIBRARY
EVANSTON, ILLINOIS, U.S.A. 60201

Book code ide a
1 M Date 10/17/75

Idea. Roma.

VOLS. v.30,no.1(1974)- AND ALL FUTURE ISSUES.
PRICE: $20.22 FUND: ser
DEALER: liberma

IF NEEDED, COPY BOOK CODE ABOVE AND INQUIRE AT CIRCULATION DESK.

B **THIS BOOK HAS BEEN ORDERED** ORDER NO. 51017-777

NORTHWESTERN UNIVERSITY LIBRARY
EVANSTON, ILLINOIS, U.S.A. 60201

Book code ide a
1 M Date 10/17/75

Idea. Roma.

VOLS. v.30,no.1(1974)- AND ALL FUTURE ISSUES.
PRICE: $20.22 FUND: ser
DEALER: liberma

IF NEEDED, COPY BOOK CODE ABOVE AND INQUIRE AT CIRCULATION DESK.

In addition to "on-demand" claims, serial records are processed once a month through a computer program which identifies and prints out review claims for items which appear to be overdue. The claims supervisor reviews these records and decides if, in fact, the item should be claimed. The program which produces these automatic claims determines whether an item is overdue by examining the records for one of three conditions. If the record has an action date field (AD), and if it is prior to the date of the computer run, a claim form is printed out. If no action date is present, the program searches for a "maximum interval" statement (mi) in an ID field, which consists of the number of days which should be allowed to elapse between receipts of the title. If it finds such an element, it adds it to the date on which the holdings statement was last modified, and, if the resultant date precedes the run date, a claim is printed out. If neither an action date nor a maximum interval exists in the record, the program looks for a "frequency" element, which consists of the number of issues and volumes per year and is entered as an ID field encoded "ivpy." In the record for IDEA, ID2 reads "ivpy#12/1," meaning that the normal pattern of publication is twelve issues per year. If found, the program applies an algorithm which divides the number of days in the year by the number of issues per year, adds a differential "wait" factor, then adds this sum to the date of the last modification of the holdings statement. If the resultant date precedes the run date, a claim is printed out.

Serial check-in at Northwestern has operated successfully on-line for more than a year. The department maintains about twelve thousand (12,000) active records in a data base of thirty-eight thousand, six hundred (38,600) serial records. It checks in approximately seven to eight thousand (7,000-8,000) pieces a month. Two full-time clerks working thirty-seven and a half (37 1/2) hours a week do the bulk of the check-in, assisted by an evening shift of student workers. Given normal response time, an experienced operator can routinely check thirty-five to forty (35-40) pieces an hour. One full-time library assistant works on the monthly claim program, which averages seven hundred (700) records.

Northwestern's automated serial check-in system is a powerful tool for monitoring serial acquisitions. No computer can compensate for postal strikes, combined issues, inaccurate numbering, or the whims of graphic artists on covers and title pages, but in the hands of skilled terminal operators and knowledgeable assistants, the system provides an accurate and up-to-the-minute record of acquisitions. Through the automatic claim generation, it keeps track of lapses in service. Future redesigned formats and programs promise even more refined control and networking possibilities.

Appendix no.6

Okla. State U.

Checking-in

A unique feature of our checking system is the use of pens with different colored inks. Each month is assigned a color:

January	black
February	green
March	blue
April	red
May	brown
June	orange
July	black
August	green
September	blue
October	red
November	brown
December	orange

All materials received that month, regardless of date, are checked in using the pen color assigned to that month. This enables us to see at a glance if a title is running late, early, or on time. It enables us to compare this year with previous years. It is a big help in the claiming routine, because we can tell within 30 days when the previous issues came and if they are late. This routine is used only in the kardex record.

In the continuation file we record the month-day-year that a piece was received. The call numbers, if title is classed, are written on the back of the title page, flagged appropriately, and sent to cataloging department. New continuations are also flagged and sent. For titles not classed as a series, process card is typed, piece is sent to book acquisitions and sent to cataloging as any other monograph. These are not usually searched and verified as LC cataloging is not usually available at the time of their receipt. Titles not found are stacked and then reviewed once a week by the Serials librarian and decisions are made at that time as to their disposition.

Titles which are samples or gifts are routed to the appropriate subject area librarian with a serials decision form attached.

Claiming

Kardex

Periodicals assistant checks thru entire Kardex on regular basis. Usually takes four to five weeks to get all the way around. Missing issue slips are filled out. These missing issue slips are also filled out during the check-in process when it is noticed that a previous issue has not come. The normal claims are then typed on self-carbon post card size forms. The bottom copy is mailed as a first claim. The remaining two copies are filed 60-90 days from month of first claim, so that in 60-90 days (depending on vendor and publisher) they will automatically be up for re-claiming. The claims slips are dated when mailed, and the date is written in pencil on the check-in card in the space where the issue would have been.

Serials librarian reviews claims, keeps missing issue slips in separate file. Gifts and exchanges are claimed by form letter. No carbons are made for these as the missing issue slip in effect serves to indicate claim. These claims are also pencilled on check-in card. Serials problems of a complicated nature are not done on cards, naturally, form letters or individual letters are used, depending on the problem.

Missing issue slips are also used to keep track of those titles where we write for information as to why or if something has been published.

Continuation file

Continuation assistant is to review entire continuation file during a year's time. Claims for continuation items are done as missing issues are noticed during the normal check-in proceedure as well as during the claim routines. "Anything published since" letters are often used. Claim cards are not used for continuation claims.

Appendix no.7

Portland Lib. Assn.

A. Periodical File (Periodical Department)

Visible index check-in record of all periodicals and newspapers in the Central Library, both print and microfilm including both those purchased and those received as gifts. This is a current file only. Two types of 4 x 6 visible index cards are used for the periodicals, and a 3 x 5 printed card for the newspapers. The payment card file for periodicals is in the Order Department, but this is not a check-in record.

Approximately 3,000 periodicals and 200 newspapers are received.

B. Order Department Continuation File (Order Department)

Complete Magne-Dex file of purchased continuations, including payment record of all of them and check-in record for most of them; also check-in file for gift continuations which are sent directly to the Catalog Department. The Order Department maintains and claims this file. It includes active titles only. Cancelled, ceased, and superseded cards are kept in a separate file. Five types of Magne-Dex cards are used, and filed in magnetized tub trays.

File includes approximately 950 titles.

C. Miscellaneous Serials File (Social Science Department)

a. Visible index check-in file of documents other than federal and State of Oregon, including a few publications of foreign governments, publications of associations and societies; financial services; college and university publications in series; and financial services. This is a current record; some cards are permanent and some are not. If a title has ceased or is cancelled, this is noted on the card, but the card is retained unless the material has been cataloged. Two types of visible index cards are used. In addition, a 3 x 5 ruled card mounted by slots on blank visible index cards are used for unnumbered or monographic series where the title must be shown. This card may later be transferred to the permanent file.

b. Permanent record on 3 x 5 cards of some of the same publications as in the visible index file, in addition to other records such as annuals which are not in the visible file. This is a cumulative holdings record in catalog entry form, showing author, title, volume number, date, call number if cataloged, etc., but also serves as a current check-in record for certain titles not entered elsewhere.

The public catalog does not contain the holdings information, so this file provides it for cataloged material as well as for materials not handled by the Catalog Department. The file is cleared occasionally of dead or superseded entries; other than that, it is permanent.

Since there is some duplication between the two records and since some of the card file records are no longer active, it is not possible to provide a close estimate of the number of titles which are checked in here. An approximation would be 900.

D. Official Oregon Checklist (Literature & History Department)

a. Visible index check-in file of documents from the State of Oregon, Multnomah County, and City of Portland, in three separate sections, the great bulk being in the Oregon section. Some of the materials are cataloged, some not. This is a current record; some of the cards are permanent and some are not. The same types of cards are used as for the Miscellaneous Serials file.

b. Permanent record on 3 x 5 cards of some of the same publications as in the visible index file, in addition to other titles such as certain annuals which are not in the visible file. This is a cumulative holdings record in catalog entry form showing author, title volume number, date, call number if cataloged, etc., but also serves as a current check-in record for certain titles not entered elsewhere. The public catalog does not contain the holdings information, so this file provides it for cataloged material as well as for materials not handled by the Catalog Department. A clip on a card in this file indicates that later information is in the visible file.

Because of the combined nature of the file, it is difficult to estimate the number of titles checked in. An approximation would be 300.

E. Oregon Bibliography File (Literature & History Department)

Card file in catalog entry form on 3 x 5 cards of material pertaining to Oregon, whether or not material is available in the library. This was started as an updating of Charles W. Smith's Pacific Northwest Americana. File contains a large proportion of monographs, but also includes serials. Some of the serial check-in cards duplicate other check-in records, some do not. The intention is to have as complete an Oregon record as possible. Cards for cataloged materials are provided by the Catalog Department; the remainder are made by the Literature & History Department staff. The file is permanent.

Because of the nature of the file, it is very difficult to provide even an approximation of the number of serial titles which are checked in here. A guess would be about 400.

F. U. S. Government Document Check-in File (Education & Documents Room)

a. Visible index check-in record of periodicals and serials received by the library as a selective depository. This is a current record; some cards are permanent and some not. The same types of cards are used as for the Miscellaneous Serials file.

b. Permanent record on 3 x 5 cards of some of the same publications as are in the visible index file, in addition to other titles which are not in the visible file. This is a cumulative holdings record in catalog entry form, but also serves as a check-in record for certain titles not entered elsewhere. The file is cleared occasionally of dead or superseded entries; other than that, it is permanent.

Since there is some duplication between the two records, and since some of the card file records are for inactive titles, it is not possible to provide a close figure of the number of titles which are checked in here. An approximation would be 2,200.

G. Branch Check-in Records

Each branch maintains its own check-in records. These are permanent, but a list of titles is also kept.

Appendix no.7a

Portland Lib. Assn.

What is the form of entry in the check-in record?

Main entry (i.e., catalog entry): Used for some files, such as the Oregon Checklist and Oregon Bibliography files; and sometimes for the Order Department Continuation File. The form of entry is not always determined by the Catalog Department; many times it is done by the entering department. Much of the material is not cataloged by the Catalog Department.

Title: Used by the Periodical Department, and by the other departments when needed, depending upon the type of material.

Title as it appears on the piece: Used in the Order Department Continuation File when this provides a simpler entry. Cross references are used when needed.

Do cataloging decisions (i.e., cataloged as set or separates, analytics, etc.) appear in the check-in record?

1. Periodical Department: No; periodicals are not cataloged.

2. Order Department: Cataloging as a set or separate is either stated or implied. No notation is made for analytics.

3. Other departments: Cataloging as set or separate can be determined by the form of entry. Analytics are usually not made for cataloged series, and no notations are made on the check-in cards.

Appendix no.7b

Portland Lib. Assn.

RECEIVING:

Shipments and mail are received by the Maintenance Department. They distribute boxes and packages as addressed or ask in the Order Department if uncertain. Most shipments are obvious. The rest of the mail is sorted by the Mail Desk staff and delivered to the various departments.

1. Periodical Dept.
   A clerk from the Periodical Department goes to the mail desk when the mail is received and helps with the sorting, to select materials which are entered in the Periodical and Newspaper files. Material is then opened and alphabetized, watching labels.

2. Order Dept.
   Rough sorting is done by the person receiving the mail.

3. Other Depts. (second floor)
   Mail is distributed by own staff to the individuals responsible. Any delivery errors are corrected by the receiving individual. Packages are opened by a clerk.

CHECKING IN:

1. Periodical Dept.
   Material is entered by volume, number, date, and date of receipt, is stamped with ownership and location. If routed, an appropriate slip is attached. Material is delivered to page desk for delivery and shelving.

2. Order Dept.

   Packages are usually opened at time of check-in by the person doing the entering. When done by an assistant earlier, either the wrapping or the invoice is kept with the material until time of entry. Materials are entered on card, invoice (if any) is authorized for payment, material is routed according to directions on the continuation card. Any material that is sent to the Catalog Department has the necessary information - department, collection, fund, price if circulating - written in the book. Materials sent directly to the departments are accompanied by a slip indicating that they have been entered in the Order Department continuation file.

3. Other departments

Material is entered by the responsible individual, following the requirements for each card. Distribution is done by page help where possible; otherwise by clerk or page.

CLAIMING:

1. Periodical Dept.

If a lacking issue is noted at the time of check-in, the check-in card is pulled. The current address is checked, then the claim card typed, noting the lacking numbers, last number received and date of its receipt. The claim is noted on the check-in card and in a notebook. The check-in card is refiled. Periodically a systematic claim of the file is made. Unanswered claims and claims involving the subscription are referred to the Order Department.

2. Order Dept.

If a missing issue is noted at the time of check-in, the continuation card is pulled and replaced with a pre-typed dummy. For certain types of material, a check is made with the subject department to make sure that they have not received it directly. If they have not, a claim is sent, usually on a form letter, and a notation is made on the card. The card is refiled, sometimes with a protruding clip as a reminder. Periodically the entire file is read and claims are sent.

3. Other Central Departments

Claims for documents are made by the person doing the checking, usually using the shipping or packing list. Claims for purchased materials are made by the Order Department. Claims for other materials are made by the person doing the checking, but the number of claims is relatively small for these files.

Appendix no.8

Saskatchewan, U.

KARDEX 4" x 6" card size. Active serials only in current file.

Information: Title, publisher, order no., Agency, Vol., year, issue no., class. no., location, no. of copies received, whether displayed in reading room, whether rotated to a department or individual professor, pattern of receipt, index, replacement issues received if any, whether claimed any non-received issues, current year only, whether catalogued separately, etc.

Dead serials are kept in the Dead Serials File. Cards in this file have notations regarding reason for being in this file, e.g. ceased publication, cancelled subscription, etc.

The claims clerk keeps two files; one has claim slips filed alphabetically and the second has filed by the date of claim. The alphabetical file helps her to answer queries regarding the position of claims on a particular title, the date file helps her to send follow up letters regularly.

Appendix no.8a

Saskatchewan, U.

RECEIVING: Serials mail is received twice a day, the serials mail clerk opens all the mail, wrappers are inserted in the journals, serials are then arranged in alphabetical order by obvious title and are shelved near the kardex on specified shelves according to the letters of the alphabet.

CHECKING IN: There are three recording clerks and they have assumed the responsibility for titles (A to C), (D to M) and (N to Z) respectively. They pick up journals from the shelves and check them in by year, volume number and issue number under date of journal; where there is no volume number journals are entered by year of publication and issue number is entered under the date; where there is neither volume nor issue number journals are entered with a tick (✓) under date of issue.

CLAIMING: The claims clerk gets the missing issue or non-received issue slips from the recording clerks, checks whether payment on the title is up to date, checks with the branch library (if concerned) whether it is shown there too as non-received, then she sends the claim notice to either the publisher or the Agency or to both as the case may be. Usually we get response but if there is no response a registered letter is sent or a telex is sent. In extreme cases and in emergencies phone calls are also made. (Note: Some agencies have given us a supply of claim forms which are used for items received through them.)

Appendix no.9

	Wash. State L.
	FY 74
BOOKS (net titles, acq. less discards)	297,310
US GOV.DOCS (net pieces, acq. less discards)	510,213
WASH. ST. DOCS (pieces, incl. multiple copies)	174,644
OTHER ST. DOCS (pieces)	144,001
NEWSPAPERS (titles currently received)	186
MICROFILM HOLDING OF NEWSPAPERS	15,212
Wash. St. (reels)	
Out of State	3,224
OTHER MICROFORMS	
Microfiche	3,913
Misc. Microfilm (Wash. Room plus Docs)	1,700
PERIODICALS (net titles subscribed to, no dups., does not include cataloged serials)	2,812

Appendix no.9 continued

	FY 74
MSS	311 lin. ft.
FILMS	
Titles	1,496
Prints (copies)	3,886
PAMPHLETS	
VF cases	33
MAPS	
Std. map cases	13
PHOTOGRAPHS	
VF cases	2

Appendix no.10

Kansas, U. Libs.

Our serial record system is, almost completely automated. There are a few types of materials for which manual records are maintained, and certain aspects of our claims records are handled through manual checking and filing, but these are not significant relative to the overall system.

San Francisco P.

The San Francisco Public Library has an automated Serials check in system. However there is a need for manual work. You are aware of the frequent changes that occur in the publication of serials. When something on the computer-produced card does not agree with the serial, the Library Technician must fill out a form so that the following card produced by the computer will be correct. We also have an automated claims system but here again a certain amount of manual work is necessary.